ReportWare

Human Resource And Timekeeping System

Reference Guide

Table of Contents

1. INSTALLATION AND START UP INSTRUCTIONS *7*

For those who hate to read manuals: **7**

Planning your installation: **8**

In Windows: **9**

Network Installations: **10**

2. START THE REPORTWARE SYSTEM *13*

Start The ReportWare System: **13**

3. BASIC OPERATIONS *15*

4. INITIAL SETUP - PREFERENCES *17*

Initial Preference Screen: **17**

Main Preference Screen: **19**

Main Preferences - Department / Division Screen: **21**

Main Preferences - Payroll Screen: **23**

Main Preferences - Cost/Schedule Screen: **25**

Main Preferences - Tasks / Costing Screen: **26**

Position and Pay Preference Screen: **27**

OSHA Preference Screen: **30**

Absence and Benefits Preference Screen: **31**

Password and Evaluations Screen: **32**

Password and Evaluations - Phrases Screen: **32**

Password and Evaluations - Jargon Screen: **33**

Password and Evaluations - Schedule Screen: **35**

Password and Evaluations - Password Screen: **36**

5. EMPLOYEE DATA *39*

Employee Data - Main Data Screen: **39**

Tax and Payroll Screen - Payroll: **41**

Tax and Payroll - Setup Hours and Schedules Screen: **44**

Tax and Payroll - Transfers Screen: 46

Tax and Payroll - Employee Times Screen: 47

Tax and Payroll - Benefits Screen: 48

Personnel – Hire/Term Screen: 49

Personnel - Attendance Screen: 50

Personnel - Evaluations Screen: 51

Personnel - Evaluation – Basic Information Screen: 52

Personnel - Evaluation – Past Goals Screen: 53

Personnel - Evaluation – Review Scoring Screen: 54

Personnel - Evaluation – Future Goals Screen: 55

Personnel - Evaluation – Comments Screen: 56

Personnel -Training Screen: 58

Personnel - OSHA Screen: 59

Photo Information - Photo Screen: 60

Photo Information - Dates Screen: 62

New Hire Reporting 64

*6. **EMPLOYEE TIME ENTRY: 69***

Premise of ReportWare's Timekeeping Software: 69

Enter Employee Time - System Setup: 70

Enter Employee Time - Initial Log On Screen: 70

Enter Employee Time - Clock In / Out Screen: 71

Enter Employee Time - Task Entry Screen: 73

Enter Employee Time - Review Day Screen: 74

Enter Employee Time - Review Week Screen: 75

Enter Employee Time - Print Employee Timesheet: 77

Enter Employee Time – Who's Here: 78

*7. **SUPERVISOR - ADJUST TIME 81***

Supervisor Review and Approve Time: 81

*8. **REPORTING:** 85*

*9. **TO RUN PAYROLL** 89*

Initial Payroll Setup: 89

To Run the Payroll Module: 91

*10. **JOB APPLICATIONS MODULE** 97*

*11. **UTILITY FUNCTIONS** 99*

Using the Synchronize Files Function 99

*12. **BACKUPS** 103*

*13. **ADDITIONAL HELPFUL TIPS (For More Advanced Users):** 105*

*14. **DATABASE PRINCIPLES:** 109*

*15. **SECURITY** 111*

*16. **SUPPORT** 113*

*17. **ReportWare™ MODULES:** 115*

*18. **SYSTEM REQUIREMENTS** 119*

Hardware Requirements: 119

Software Limitations: 120

Import/Export Data: 121

Star Receipt Printer 122

Troubleshooting 123

Illegal Operation Message in Windows 95 125

Tech support: 128

Demonstration Data 129

*19. **TIMEKEEPING INPUT DEVICES** 131*

Percon Bar Code Reader 131

ID3D-R Hand Reader with Wedge 132

*INDEX **134***

Chapter 1 INSTALLATION AND START UP INSTRUCTIONS

For those who hate to read manuals:

Here's the really short version:

1. Plan your installation: Set up all computers to use TCP/IP or IPX/SPX networking. Any computer may be your ReportWare server. You should normally select your fastest machine with the fastest hard drive. Run Setup.exe from the Server Install subdirectory on the CD.
2. On each workstation, run Setup.exe from the Guest Install subdirectory.
3. Launch ReportWare on the server and check all Preference settings to be sure that they're exactly what you want for your company. When you first launch ReportWare, before you set up your own passwords, select "ATH-Attila T Hun" as your identity and "ATH" as your password. This gives you top level access, until you set up your own identity and password. The server will automatically launch with a hidden high access secondary password that controls pulldown menus and certain other high functions. Guest installations will launch with a lower hidden password. To control launch passwords, hold down the shift key at program start. See separate instructions for what launch passwords are.
4. Set up all employees using the New Employee button. If you don't have all information, that's fine—but be sure to enter at least: Social Security Number, name, nickname, initials, Employee ID, and their password. Fill in the rest when you have time.
5. Employees may now clock in as guests.
6. After everyone's clocked in and out for a pay cycle, use Timekeeping button to review and edit their times.
7. After all times are correct, use the Payroll function to assemble Time and Pay data and export it to a file to be read by your payroll service software.

Stuff you really should know:

1. If you're using a Macintosh, either as server or guest (you may mix and match as you please), everything works the same, except use the CMD (Apple) key instead of the Ctrl Key.
2. Use the Tab key to move from field to field. Shift-Tab goes backwards.
3. Use the Enter key at the far right side of your keyboard (by the number pad) to make things happen (such as OK dialog boxes, etc.). Only use the Return key (over the shift key on the right) to enter carriage returns in a text field.
4. The interface includes buttons that look like file tabs and rectangular buttons

with rounded corners labeled with the action they cause. Click around on them to learn more. The small gray graph like button at the top of some list views sorts the list by the column it is atop. The small yellow box with a question mark in it provides on screen help and may be clicked anytime.

---End of Section for Those Who Hate to Read Manuals---

Planning your installation:

Decide which computer will be your ReportWare server. This should be your best computer. It is assumed that this also happens to be the System Administrator's machine. This computer should be physically secure from theft, intrusion, and casualty damage. It will house all your personnel and payroll data. Be sure this computer is on an uninterruptible power supply (UPS). Your server may be a Windows based PC or a Macintosh. It need not be the same OS as your guests.

Be sure that you have networking support in place on all computers that will use ReportWare. You must set up either TCP/IP or IPX/SPX networking in a PC or mixed environment. If you have a Macintosh only network, you may use AppleTalk. TCP/IP is the best choice if you already have fixed or server assigned IP addresses. IPX/SPX is a good choice if you have a small network and don't want to be bothered with figuring out IP addresses. Be sure that all computers can "see" each other on your network (seeing each other over any other networking protocol doesn't count).

You should have provisions for backing up your server. This is addressed in detail later in this manual, but be aware that you cannot use normal backup procedures to copy ReportWare data files while they are in use. You server should be on an uninterruptible power supply (UPS). Actually, every computer should be on one. Your server machine may also perform other functions (word processing, internet hosting, or whatever), so long as it has enough power and memory. Try not to use unstable software on it or do other things which may cause it to crash. If it crashes and takes ReportWare down with it, not only will your guests be inconvenienced, you may damage your data files as well.

The load placed on your server by ReportWare will be a function of how many simultaneous guests you have and how much they interact. There is a limit of 25 simultaneous guests per server with the normal version of our software. If you have 20 offices with 10 computers who are not on a WAN, but who synchronize files off line (as

described later), you won't have a problem. If, however, you need to have more than 25 guest computers hit the same ReportWare server, please call us to arrange purchase of a special enhanced server which will accommodate as many as 250 guest computers.

In Windows:

Load the enclosed CD-ROM into your CD-ROM drive. Open the Folder called "Server Install". Double click the Setup.exe file (or "RUN" it from your Start Menu). This will allow you to select a subdirectory for installation or, by default, install to an RWEmps subdirectory. An uninstall program is also created.

Possible Error: If you receive a message saying "setup.inf" or some other file could not be installed, disregard it and proceed. On some systems some unimportant files may not show as installing fully. The installation will work fine.

To setup an icon on your desktop that will launch ReportWare:

- Open the C:\RWEMPS subdirectory
- Locate the file called RWareHR.exe
- Right click on the RwareHR.exe file (the .exe and .rwr suffixes mentioned in this manual may not display, depending on your computer's view settings) and while holding the right button down, drag the file onto your desktop. When you release the right mouse button, you will be asked if you want to create a shortcut here. Select this option with your left button.
- Once the file is copied to your desktop, you may rename it to something more meaningful to you, such as Human Resources or ReportWare.

Once you have placed the icon on your desktop, you may launch ReportWare by double clicking on the icon. The installation process also creates a ReportWare program group on your Start Menu which may be used like all other programs.

If you are in a single user setup, with no networked workstations: After you first launch and log onto ReportWare, go to the Edit pull down menu and select Preferences and indicate <none> as the network protocol. This only needs to be done once when the software is first installed and will allow files to open more quickly since they won't try to launch as multi-user for guest access. If you are in a multi-user situation, follow the instructions below. You may change from single to multi-user anytime without

reinstalling the software. Changes in network protocols do, however, require you to exit and re-launch the software.

Network Installations:

ReportWare includes full support for multi-user, networked situations. To use our networking, you must install Windows peer to peer networking with either IPX/SPX or TCP/IP networking. Obviously, cables and hubs and such must be put in place. Any competent computer consultant should be able to easily set up a suitable network for you if you don't already have one. The subdirectory in which the main ReportWare files are housed, C:\RWEmps, should NOT be shared on the network. Your host machine will use ReportWare's internal networking to go around Window's privileges; guests must NOT directly access data files through Windows.

After setting up your network and making sure all computers can "see" each other over it, you can set up ReportWare's networking. Any machine may act as host for ReportWare, with the others acting as guests. You should select your best and fastest machine as host. It may or may not be your primary network server for other purposes. It may be running Windows 95, 98, 2000, or NT 4 Server or Workstation. It may be a Macintosh. Guests may be running any of these operating systems (you can mix and match if you like).

On the selected Host machine, follow the installation instructions above for a full install. Launch the software and go to the Edit pull down menu and select Preferences and indicate the network protocol you have chosen. You may be prompted to exit and relaunch the software for networking changes to take effect. Next, click on the Utility Functions button on the Main Menu and hit the button to Set All Files to Multi-User. This causes all files to be available to guests on the network. If you quit the program or shut down this machine, all guests will be disconnected.

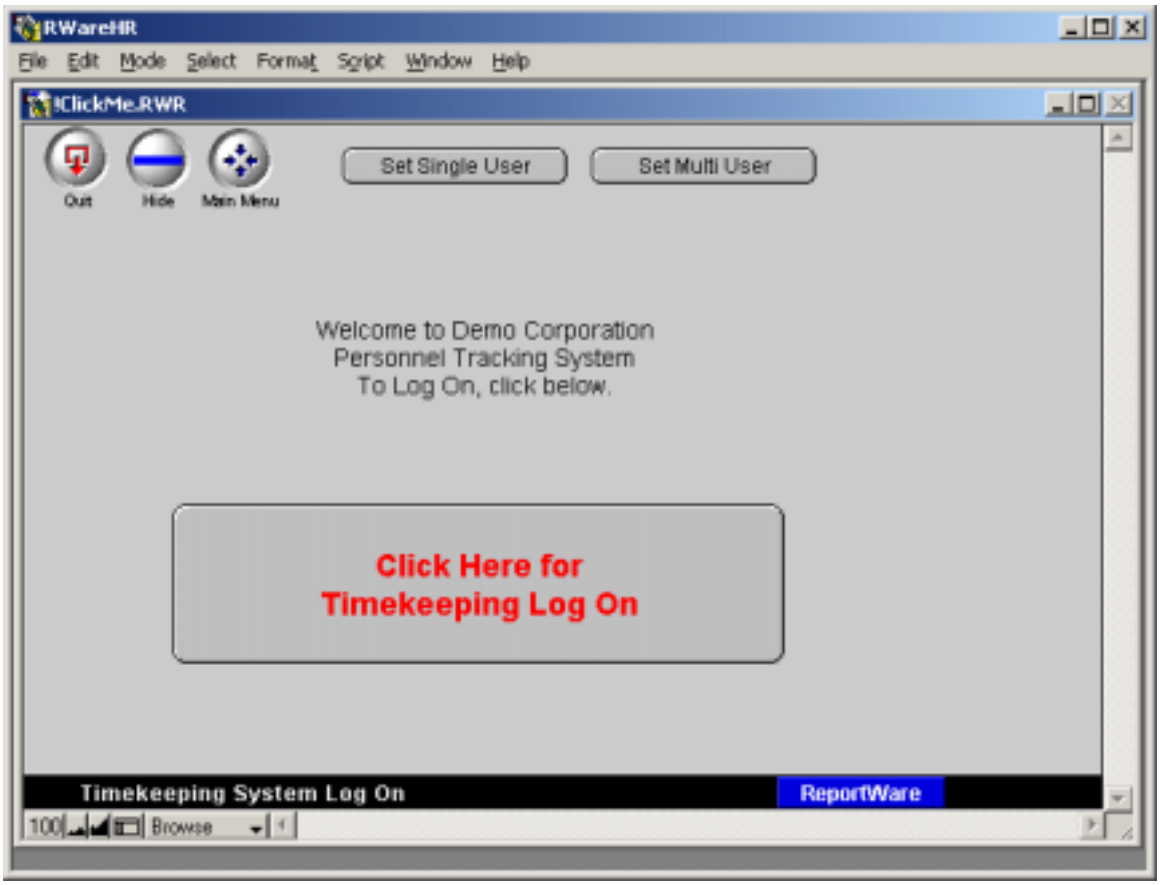
On each Guest machine, run the setup.exe file from the Guest Install subdirectory on your CD. Launch the program as normal, but do not click on any buttons. Cancel any requests for related files or the like if they are presented. Go to the Edit pull down menu and select Preferences and indicate the network protocol you have chosen. You should also "name" this machine, filling in the User Name box. This name will become the Terminal ID of this workstation on your system. You may be prompted to exit and relaunch the program for networking changes to take effect. Click on the Menu button. It will ask you to locate the !Menu file. In the ensuing dialog, click on the hosts button.

You should see a file called !Menu (or !Menu.rwr, depending on your folder option settings) at the top of the list and select it. After doing this once, the program will thereafter "remember" where its host is and require no unusual actions from users.

Chapter 2 START THE REPORTWARE SYSTEM

Start The ReportWare System:

When all users launch ReportWare, the following screen will appear:



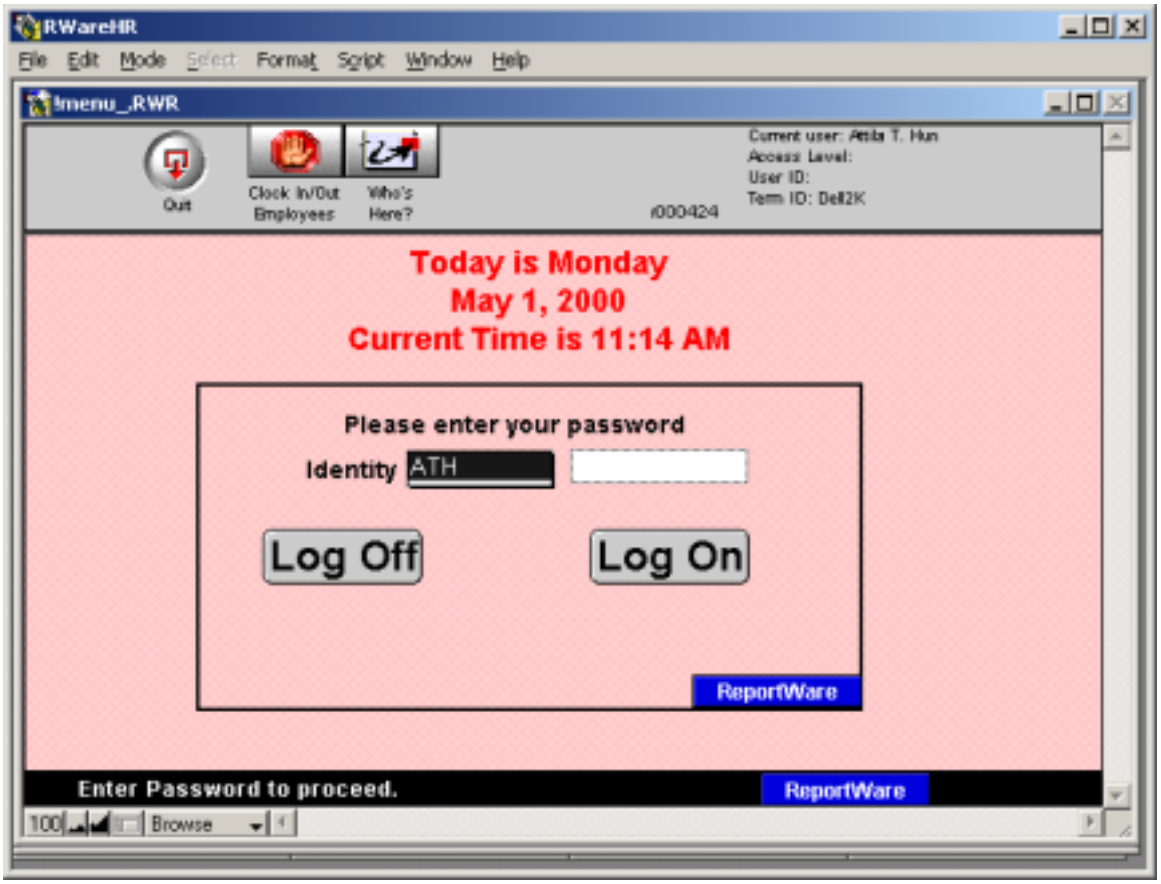
Welcome Screen.

Non-supervisory employees should press the Click Here button to continue to Clock in or out.

Supervisory and Payroll Department employees should press the Main Menu button above.

The “Set Single User” and “Set Multi User” buttons are only used to debug networking problems and are not used in normal interaction.

Select your user name from the presented pull down menu. The very first time you use ReportWare, and until you set up your own managers and passwords, select ATH and use a password of "ATH" (don't type the quotation marks). You will later replace this preset user. Type your password in the space provided. Passwords are case sensitive: "a" is not the same as "A". If the date and time displayed are incorrect, you need to set your computer's system clock and calendar. Press the Log On button.



Password and Log in Screen

The following Main Menu will appear.

Chapter 3 BASIC OPERATIONS

Supervisors and above are presented with the following ReportWare's Main Menu. Employees clocking in are presented only with the Employee Time screen, as described later in this manual.

Human Resources Main Menu

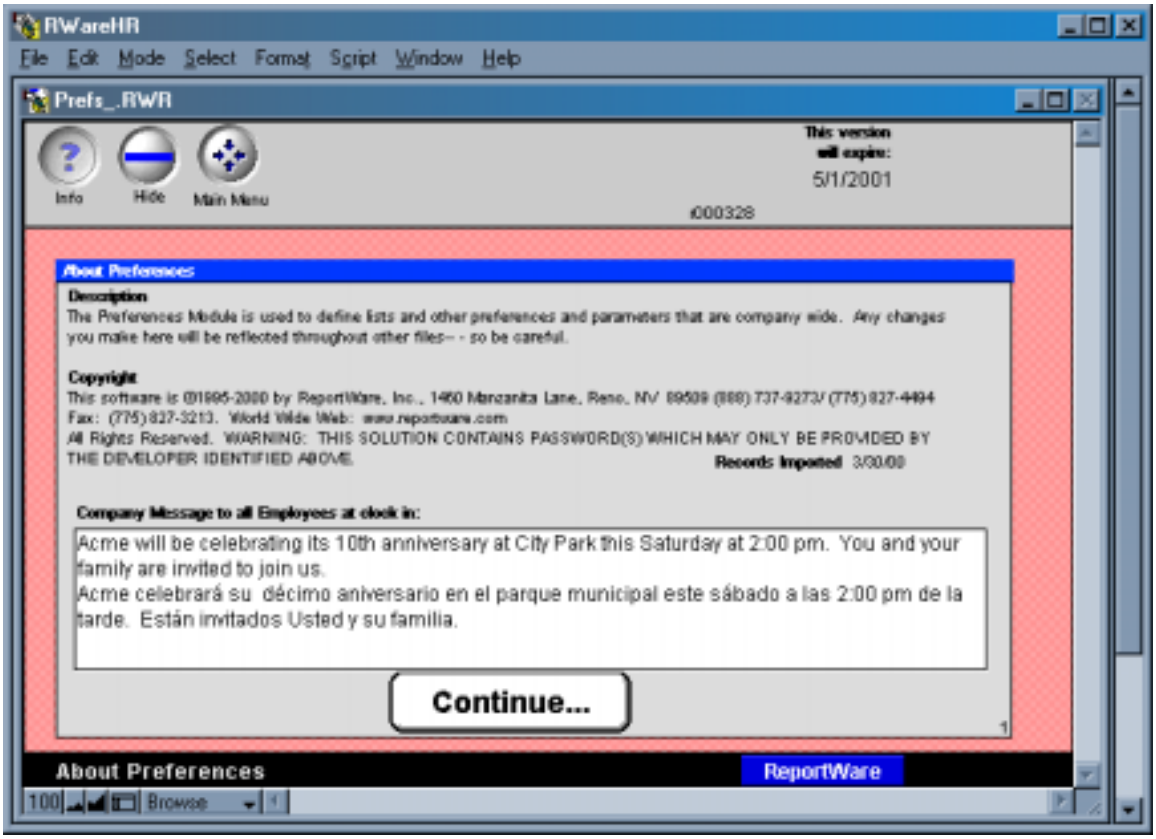
Chapter 4 INITIAL SETUP - PREFERENCES

The first step in using your ReportWare software is to set up your Company preferences. This is a list of information that tells the system how to function for your company. Remember, these preferences are used across your entire company, so they must be the same for every division/department. You may not want to set up some items immediately due to lack of time; at least set up the important items such as timekeeping input mode and management passwords. You can use our demo data for other items.

Click on the Preferences button from the Main Menu to set up your company- wide preferences.

Initial Preference Screen:

The initial screen is where you enter any company wide message you wish displayed as your employees clock in and out. It is also on this screen that the date of the last update for this module is maintained. Click on the button marked "Continue".

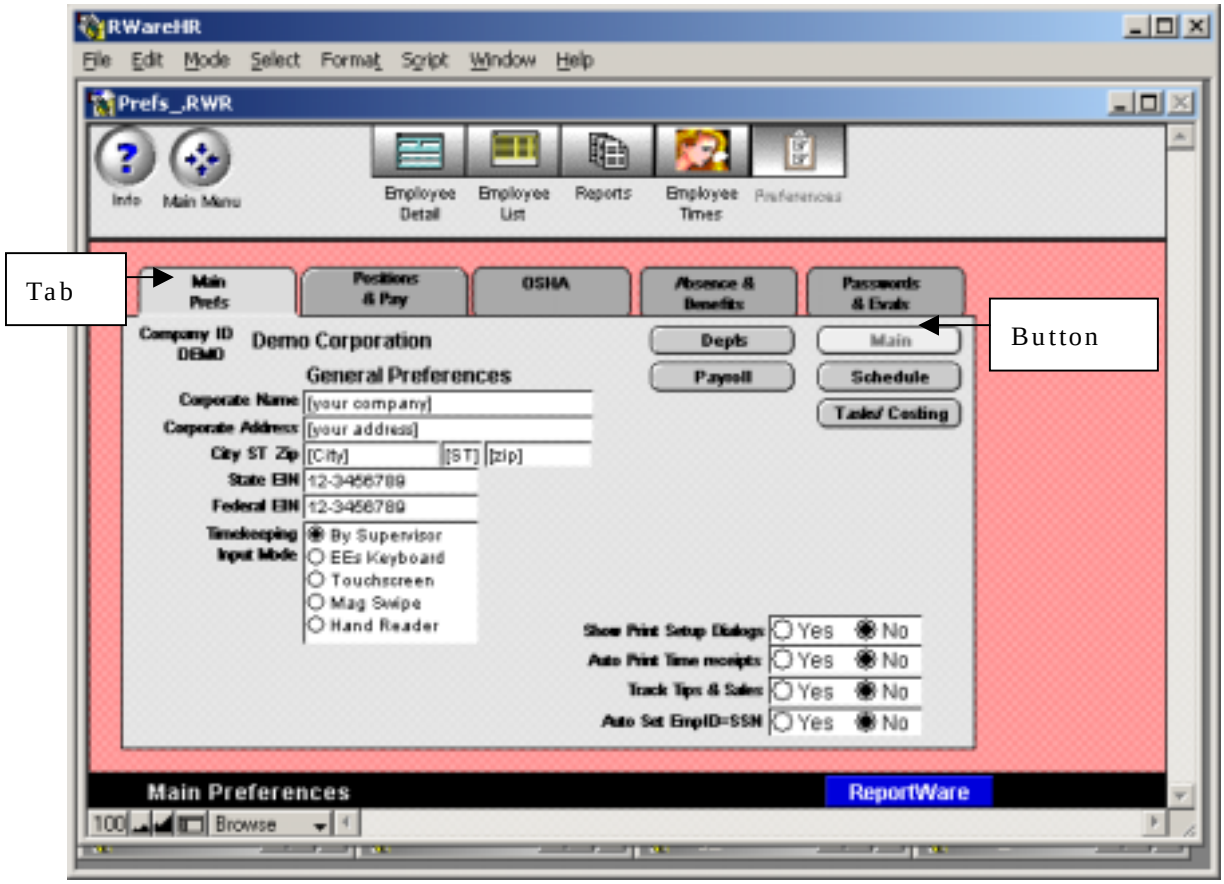

RWareHR
File Edit Mode Select Format Script Window Help
Prefs_.RWR
Info
Hide
Main Menu
This version will expire:
5/1/2001
About Preferences
Description
The Preferences Module is used to define lists and other preferences and parameters that are company wide. Any changes you make here will be reflected throughout other files-- - so be careful.
Copyright
Records Imported
Company Message to all Employees at clock in:
Acme will be celebrating its 10th anniversary at City Park this Saturday at 2:00 pm. You and your family are invited to join us.
Acme celebrará su décimo aniversario en el parque municipal este sábado a las 2:00 pm de la tarde. Están invitados Usted y su familia.
Continue...
About Preferences
ReportWare
Browse

Initial Preference Screen

Initial Setup - Preferences

The following menu will be displayed. Click on each tab and sub tab and enter the appropriate values as described below.

Main Preference Screen:



Main Preferences - Main Screen

The following preferences must be set from the Main Prefs tab at the top of the screen. On the Main Prefs screen, select the Main button:

Corporate Name: Please enter your corporate name. This is the name of your parent corporation and will print on the state New Hire Report.

Corporate Address / City / St / Zip: This is the address of the parent corporation and prints on the state New Hire Report.

State EIN: Enter your state Employer ID number for tax filing.

Federal EIN: Enter your federal Employer ID number for tax filing.

Timekeeping Input Mode: Enter the type of input device that you are using to clock in employees. This is a very important choice and will effect timekeeping screens and interfaces. If you will only be manually entering times from timesheets or the like, select "By Supervisor". If

employees will have access to computers to transact their timekeeping activities, select “Ees Keyboard”. Other choices may require special hardware support—call ReportWare if you want to use them.

Show Print Setup Dialogs: Do you wish for each report to prompt you for the printer on which to print? If so, enter Yes here.

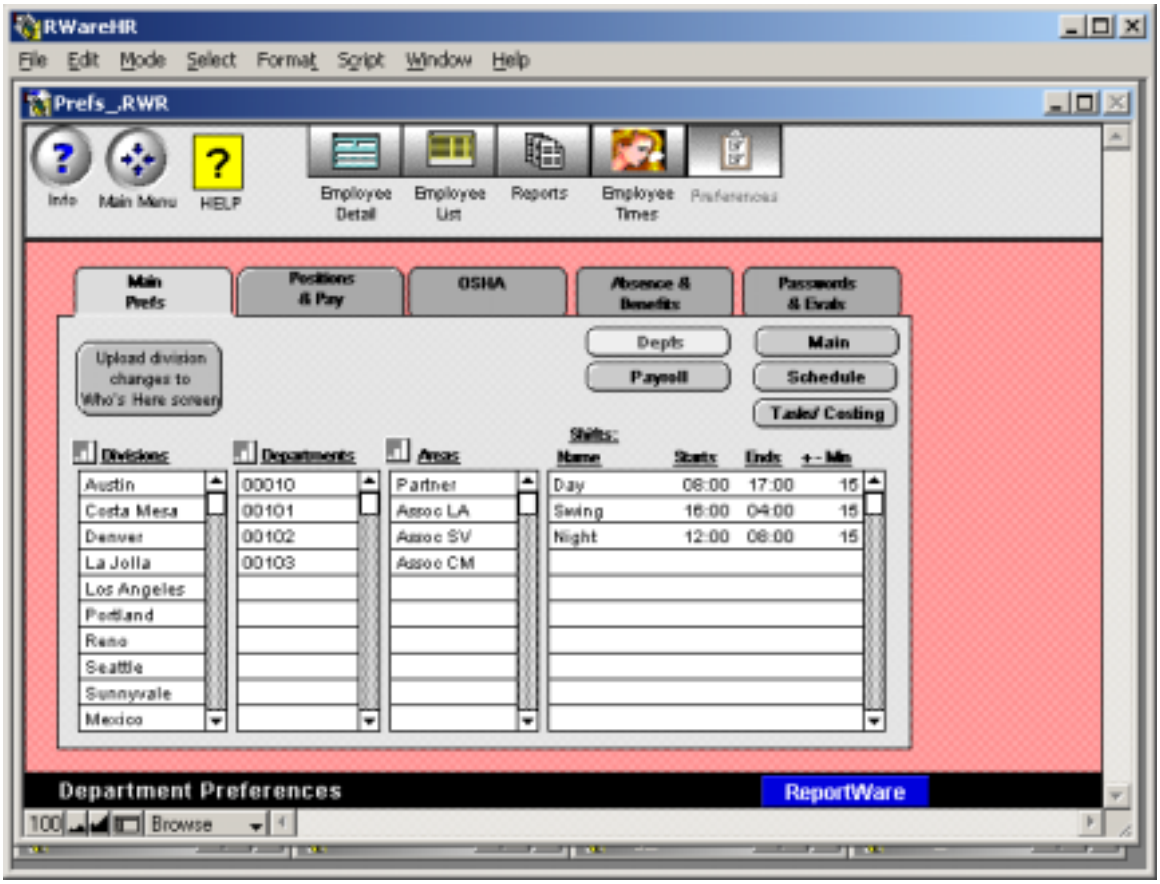
Auto Print Time receipts: Do you wish to print a receipt for your employees as they clock out?

Track Tips and Sales: Do you wish for the system to automatically track tips and sales for management reporting? If you do not have any tipped employees, you may set this to No.

Auto Set Emp ID = SSN: The Employee ID is used by timekeeping to identify your employees in your Payroll system. If you are using their social security number as your employee number, you may set this to Yes and the system will ensure that these two fields are set the same. If you select No, you must set up a separate Employee ID when you establish a new employee. Each Employee ID must be numeric and be unique.

Main Preferences - Department / Division Screen:

From the Main Prefs screen, press the Depts button to enter or see a list of your departments.



Main Preferences – Department/Division Screen

You may setup your Divisions, Departments, or Areas using this screen. Divisions may be the city in which each remote office is located, or another descriptor. The system is shipped with the sample data shown above to get you started. Identify the starting and ending times of each of your shifts. These shifts may be used later in the Timekeeping reports to identify if your employees are arriving early or late for their shift.

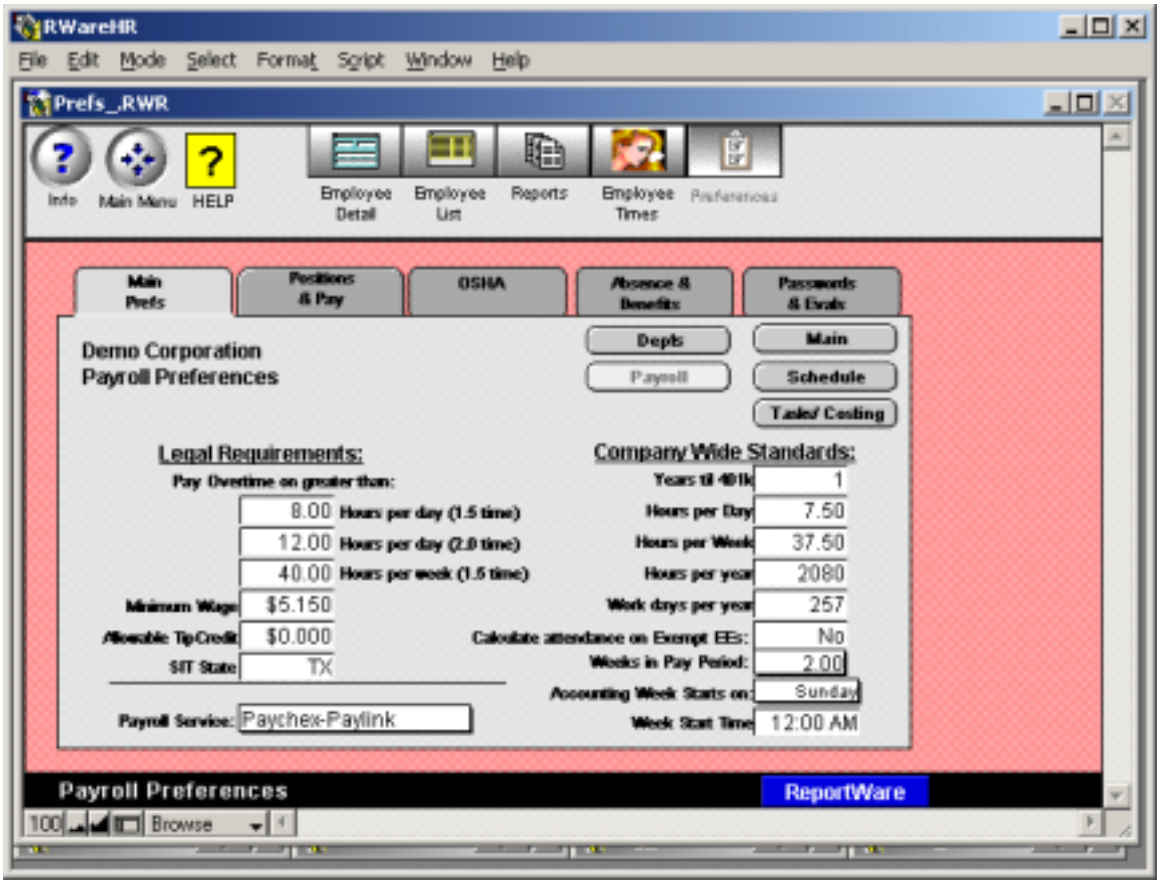
After you have entered your division and department information, press the button marked “Upload Division Changes to Who’s Here”. This will update your Who’s Here screen with the appropriate Divisions.

Initial Setup - Preferences

The division, department, area setup is hierarchical. Divisions own departments and departments own areas. Any area may be owned by any department. Any department may be owned by any division. If used, the shifts and their starting and ending times must be the same for each Division. The shift entry is purely optional. Your employees' expected start and end times are entered later in the employee setup.

Main Preferences - Payroll Screen:

From the Main Prefs screen, click on the Payroll button. The following screen will appear:



Main Preferences - Payroll Screen

Set the following preferences on this screen:

Legal Requirements:

Pay Overtime on > Hrs Per Day for Time and 1/2: Enter the number of hours that must be worked in a day before time and a half overtime is paid to an employee. This will be 8 in California; if your company does not pay daily overtime, enter 24.

Pay Overtime on > Hrs Per Day for Double Time: Enter the number of hours that must be worked in a day before double time overtime is paid to an employee. This will be 12 in California; if you don't pay daily overtime, enter 24.

Pay Overtime on > Hrs Per Week for Time and 1/2: Enter the number of hours that must

be worked in a week before overtime is paid to an employee. This will be 40, unless your state or internal policy dictates a lesser number.

Minimum Wage: Current federal minimum wage. $5.15 at the time of this printing.

Allowable Tip Credit: Current Federal allowable tip credit is $3.025. Your state may have different or no allowable tip credit.

SIT State: State in which your company is located.

Payroll Service: The type of outside payroll service that you are using to process Payroll. Select the appropriate service from the pull down menu.

Company Wide Standards:

Years til 401K: Number of years until an employee is eligible for 401K benefits.

Hours per Day: Number of standard work hours in a day.

Hours per Week: Number of standard work hours in a week.

Hours per Year: Number of standard work hours in a year. This is typically 2080.

Work Days per year: Number of standard work days in a year. This is typically 257.

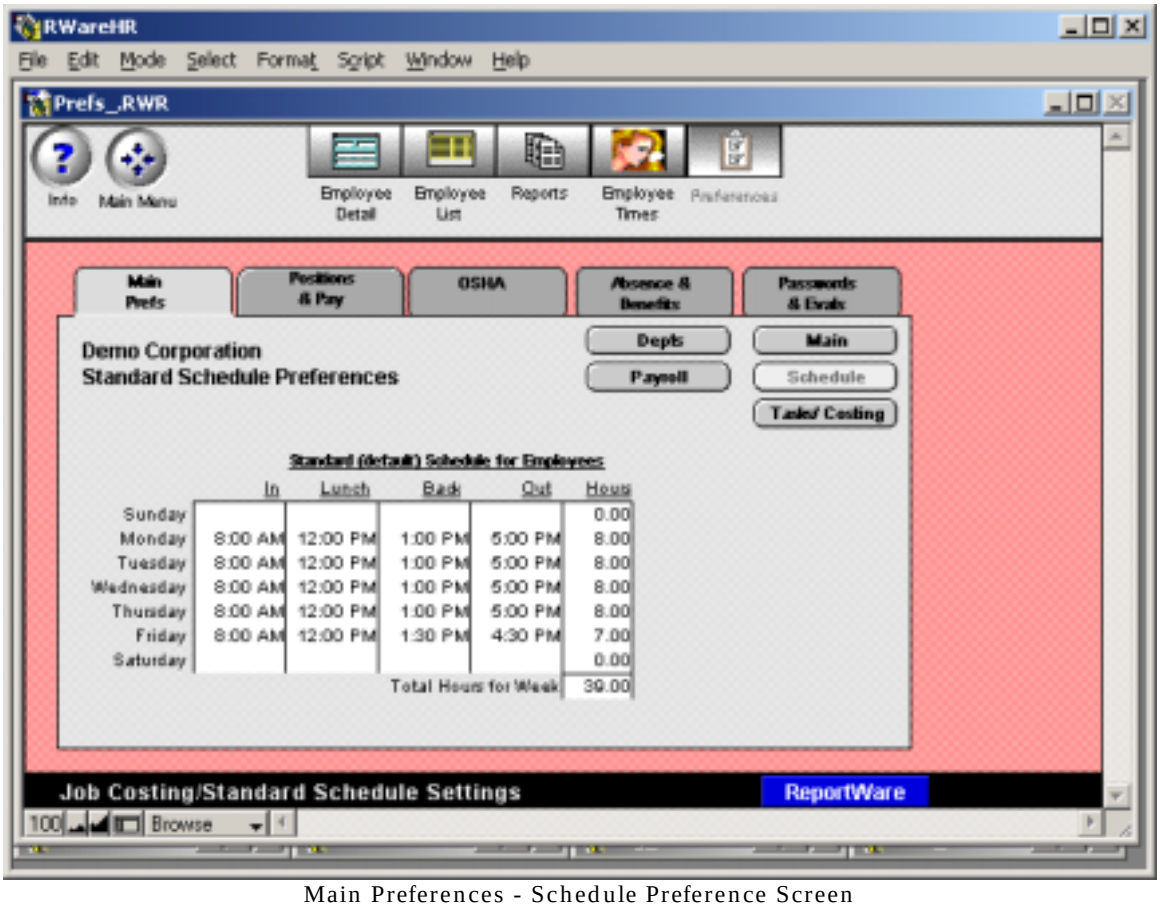
Calculate attendance on Exempt Employees: A "yes" here will keep track of the "expected" schedule for exempt (management) employees and match this to their days actually worked. Select No if you do not track time and attendance for exempt employees. A "no" is less resource intensive.

Accounting Week Starts on: The day of the week your payroll week begins on. This is usually Sunday.

Week Starts Time: The time of the day your payroll week begins on. This is usually midnight (12:00 AM).

Main Preferences - Cost/Schedule Screen:

From the Main Prefs screen, press the Schedule button to continue to enter your standard schedule preferences.

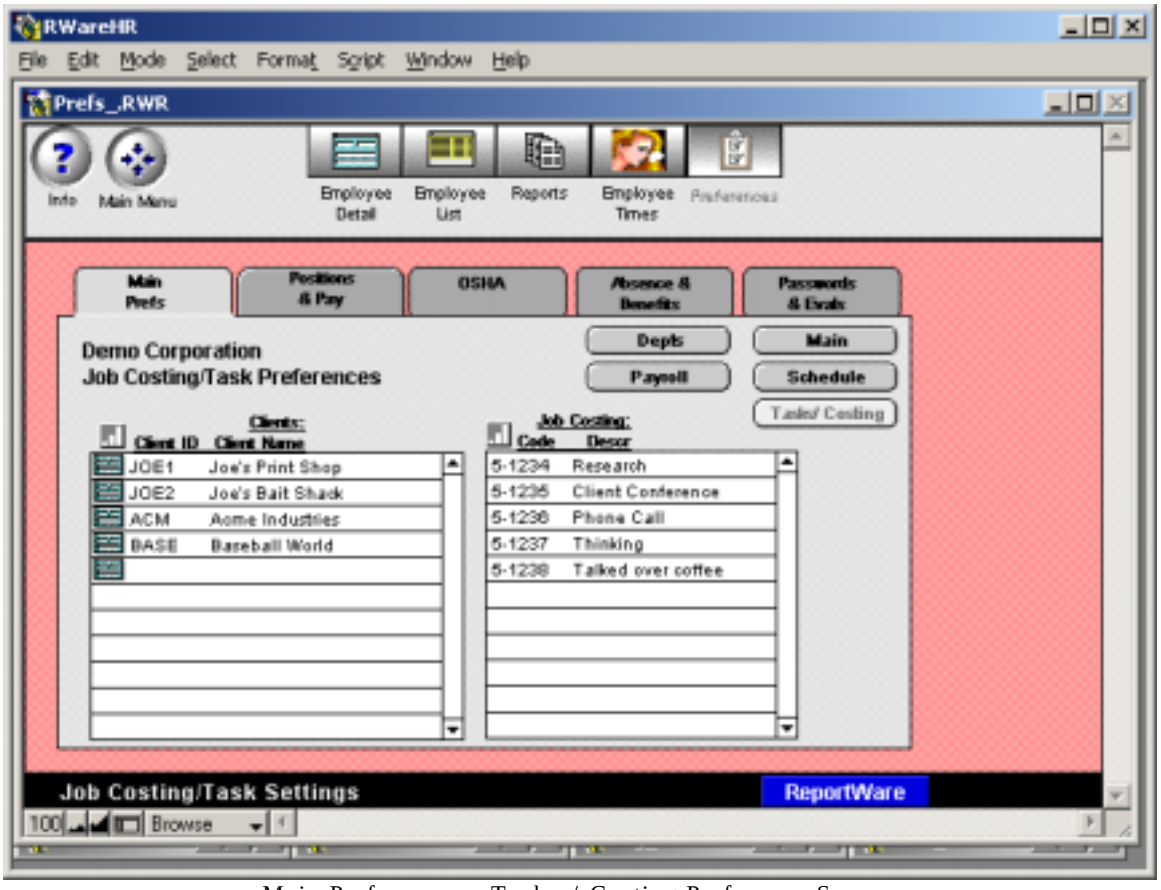


Main Preferences - Schedule Preference Screen

This screen is used to preset a standard schedule for most employees. This schedule is later compared with the actual time worked to determine excessive tardiness. This schedule is a company-wide default. It may be overridden at the employee level.

Main Preferences - Tasks / Costing Screen:

From the Main Prefs screen, press the Tasks / Costing button to continue to enter your job cost preferences.

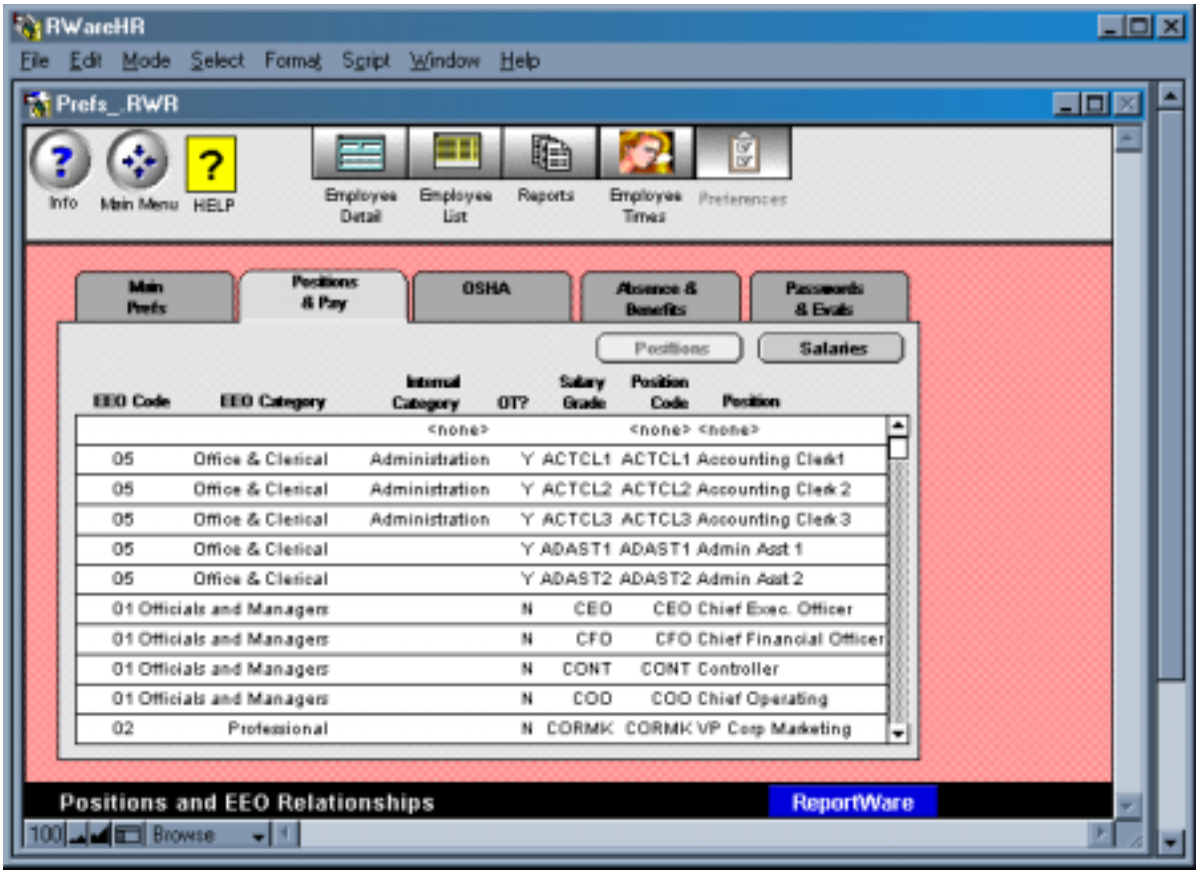


Main Preferences – Tasks / Costing Preference Screen

This screen is used if you wish to use the Job Cost portion of the system. First, you must add your clients for time billing purposes. These will be the people or departments to whom the time will be billed. Next, you must set up your Cost Codes with a description of each task. These codes will be used by your employees for their time allocation and are later used in Job Cost Reporting.

Position and Pay Preference Screen:

To continue to with your company Preference setup, select the Positions & Pay tab on your screen. Select the Positions button.



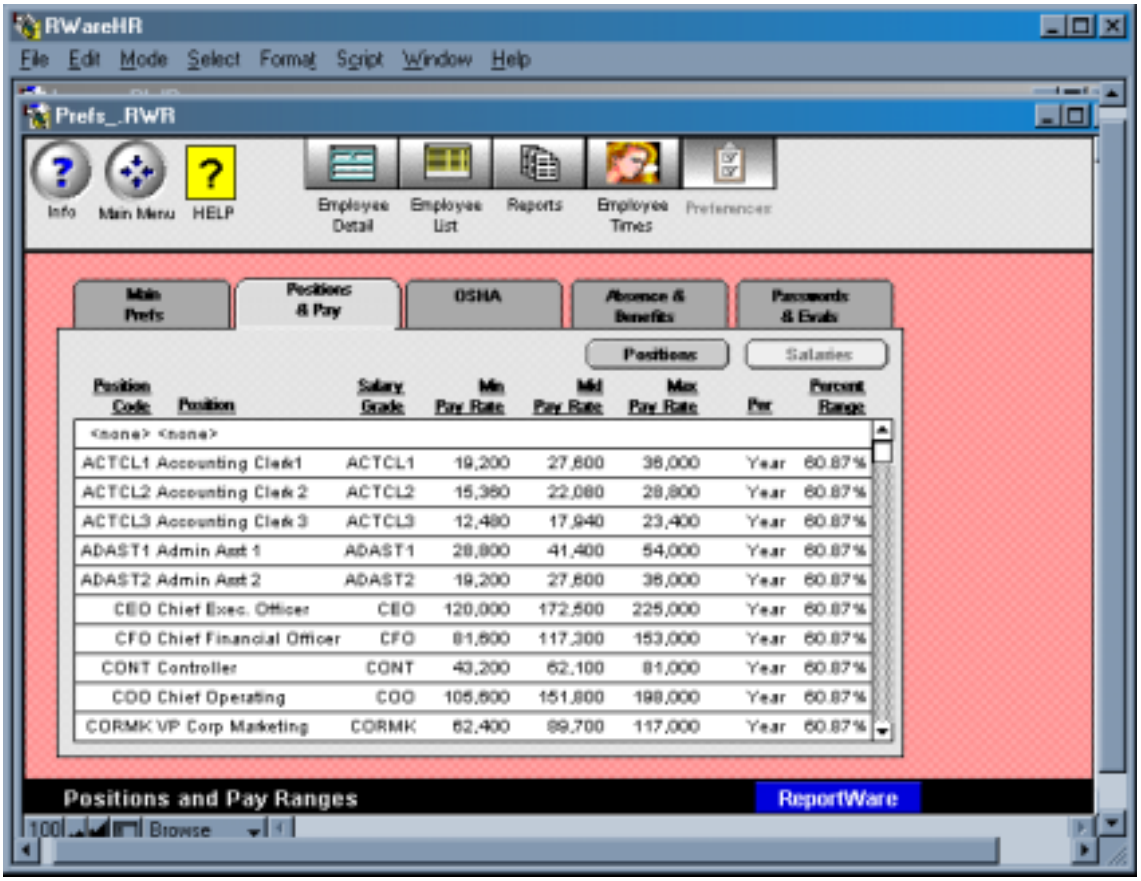
Position and Pay Preference - Positions Screen

The Position and Salaries buttons on this screen present all of your job positions by their EEO category. You should set up all of your positions on these screens. The information on these screens determines the positions that may be used when entering a new hire. The min, mid and max ranges (found on the Salary Button) are later used to determine where your employee falls in their pay range. If you prefer, you may skip setting anything up on these screens, and simply enter it on the Employee New Hire Screen for each employee.

These screens are displayed, one line per job position. The following information should be entered for each position in your company. This will become the list from which you later choose your employee's job position.

EEO Code: You may use the data that comes with the system or you may change this based on your EEO requirements. This is usually federally mandated. Please verify with your Human Resources department before changing this.
EEO Category: This is the category related to the EEO code just entered. You may use the data that comes with the system or you may change this based on your EEO requirements. This is usually federally mandated. Please verify with your Human Resources department before changing this.
Internal Category: If you wish to maintain an internal category for the federally mandated EEO category, you may set it up here.
OT?: Is this position paid overtime? Yes or No.
Salary Grade: You may establish salary grades within which to group your positions. This is a freeform field. Simply type the name of the salary grade that you are defining for this position.
Position Code: This is the code for the position. It may consist of both letters and numbers and should be no more than 6 characters long.
Position: This is the description of the above position code.

Now that you have entered your position information, press the Salaries button to enter the related salary information for each position.

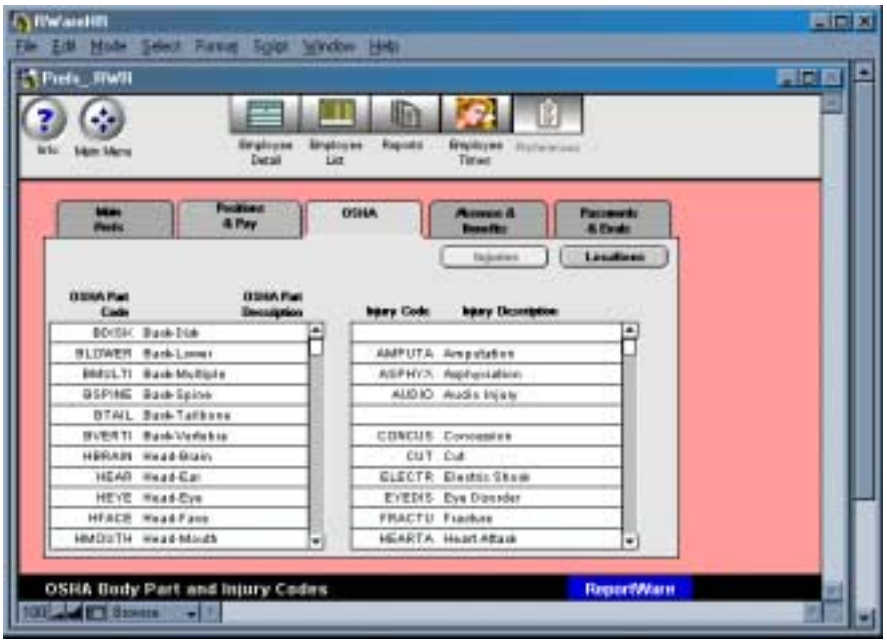

RWareHR
File Edit Mode Select Format Script Window Help
Prefs_.RWR
Info
Main Menu
HELP
Employee Detail
Employee List
Reports
Employee Times
Preferences
Main Prefs
Positions & Pay
OSHA
Absence & Benefits
Passwords & Evals
Positions
Salaries
Position Code
Position
Salary Grade
Min Pay Rate
Mid Pay Rate
Max Pay Rate
Per
Percent Range
<none> <none>
ACTCL1 Accounting Clerk1 ACTCL1 19,200 27,600 36,000 Year 60.87%
ACTCL2 Accounting Clerk 2 ACTCL2 15,360 22,080 28,800 Year 60.87%
ACTCL3 Accounting Clerk 3 ACTCL3 12,480 17,940 23,400 Year 60.87%
ADAST1 Admin Asst 1 ADAST1 28,800 41,400 54,000 Year 60.87%
ADAST2 Admin Asst 2 ADAST2 19,200 27,600 36,000 Year 60.87%
CEO Chief Exec. Officer CEO 120,000 172,500 225,000 Year 60.87%
CFO Chief Financial Officer CFO 81,600 117,300 153,000 Year 60.87%
CONT Controller CONT 43,200 62,100 81,000 Year 60.87%
COO Chief Operating COO 105,600 151,800 198,000 Year 60.87%
CORMK VP Corp Marketing CORMK 62,400 89,700 117,000 Year 60.87%
Positions and Pay Ranges
ReportWare
Browse
Position and Pay Preference - Salaries Screen

Min / Mid / Max Pay Rate: This is the minimum, mid point, and maximum that this job may

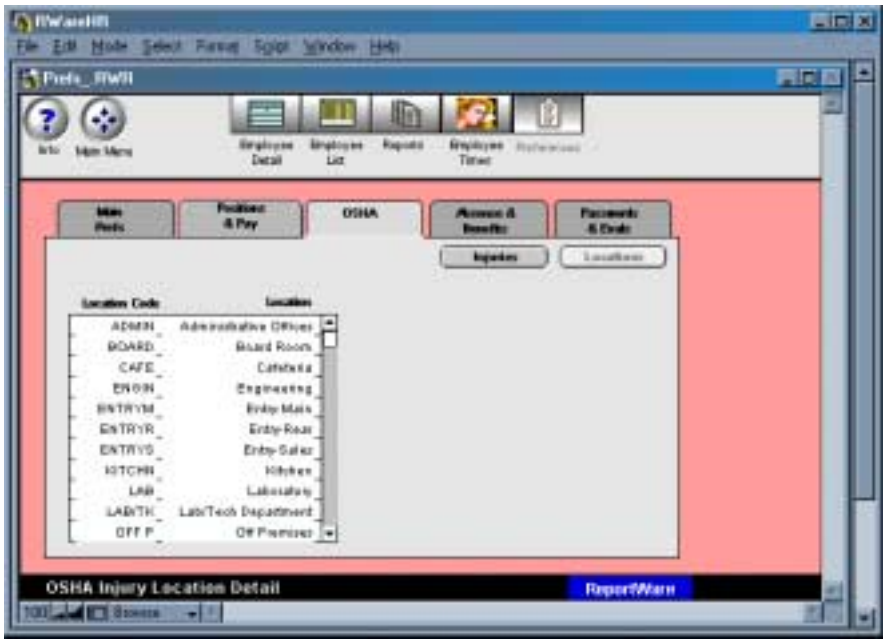
be paid. It is used to calculate where in the pay range an employee falls.
Per: This refers to the min, mid, and max pay rate above. What is the range for? A payroll period, a week, a month, or a year.
Percentage Range: This is the range between the min and max pay rates.

OSHA Preference Screen:

To continue entering your company preferences, press the OSHA tab. This screen comes pre-established with OSHA pattern and injury codes. You may use these or enter your own.



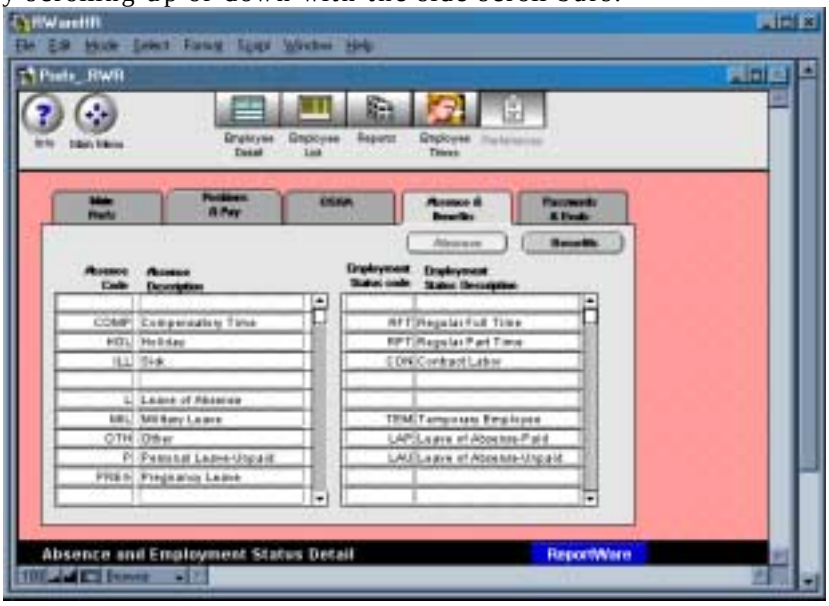
OSHA Preferences - Injuries Screen



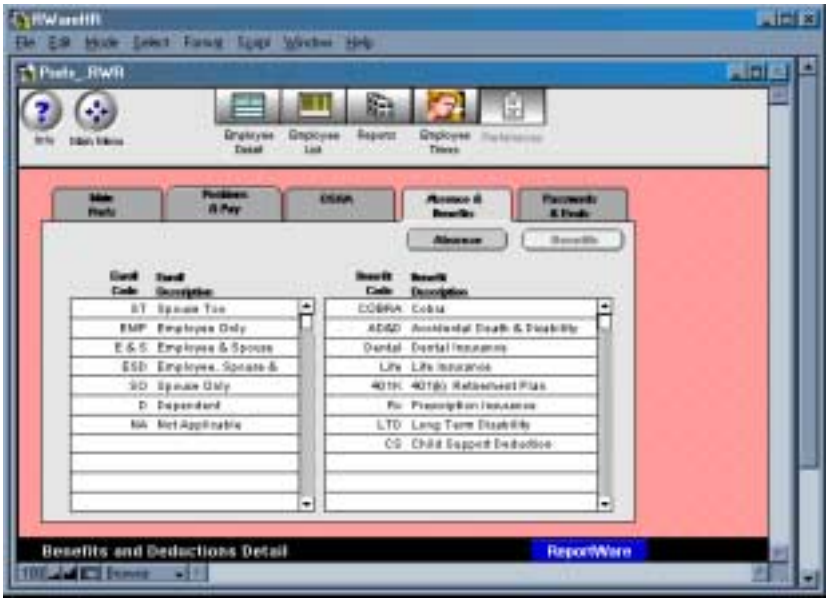
OSHA Preferences - Locations Screen

Absence and Benefits Preference Screen:

To continue entering your company preferences, click on the Absence and Benefits tab. The Absence screen comes pre-programmed with Absence, Status, and LOA codes. The Benefits screen comes pre-programmed with Health and Insurance codes. You may change them to meet your needs. The number of codes is unlimited. You may access all of them by scrolling up or down with the side scroll bars.



Absence Codes Preference Screen

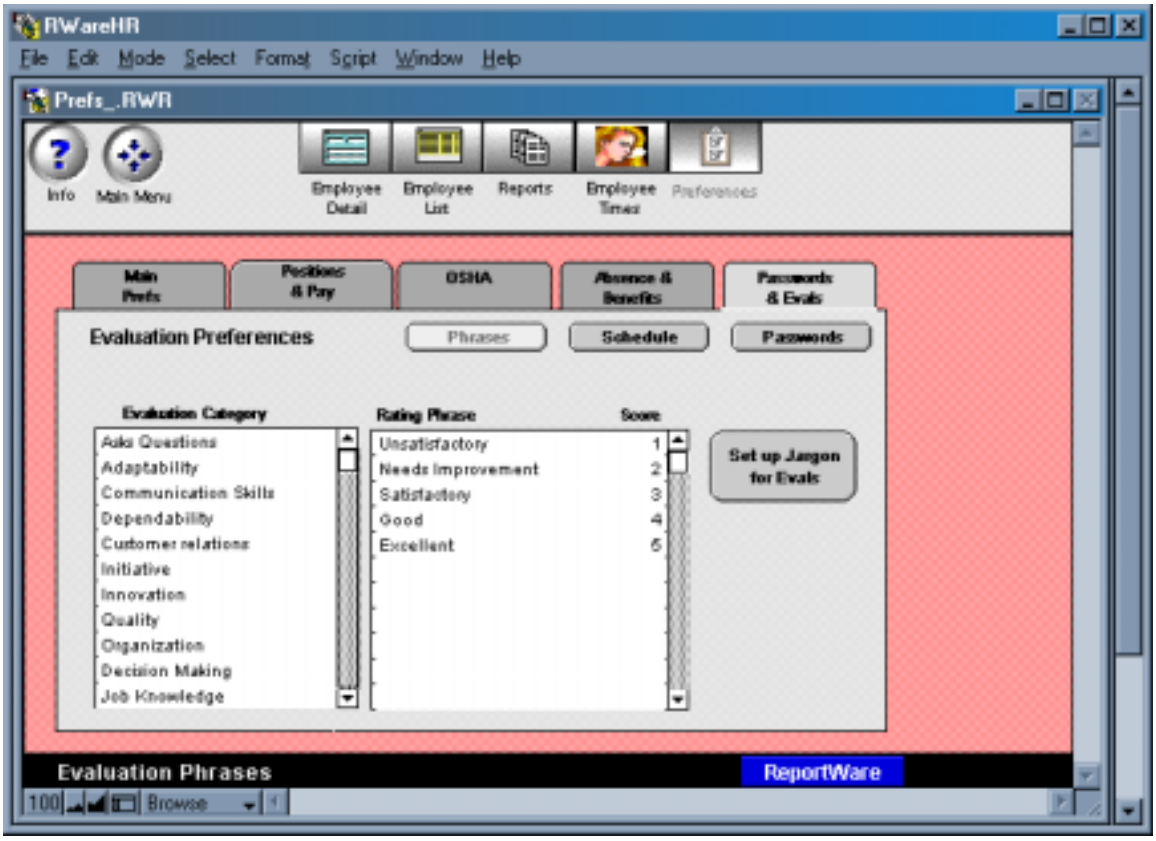


Benefit Codes Preference Screen

Password and Evaluations Screen:

The last Preference tab is the Passwords and Evaluations tab. Select it now.

Password and Evaluations - Phrases Screen:



Password and Evaluations - Phrases Screen

The Phrases button establishes the phrases that are later used in the Review process. You must first set up your evaluation categories. These are the categories by which you will rate your employees.

Next you set up a phrase that is associated with each rating. For example, a 5 may always be deemed Excellent.

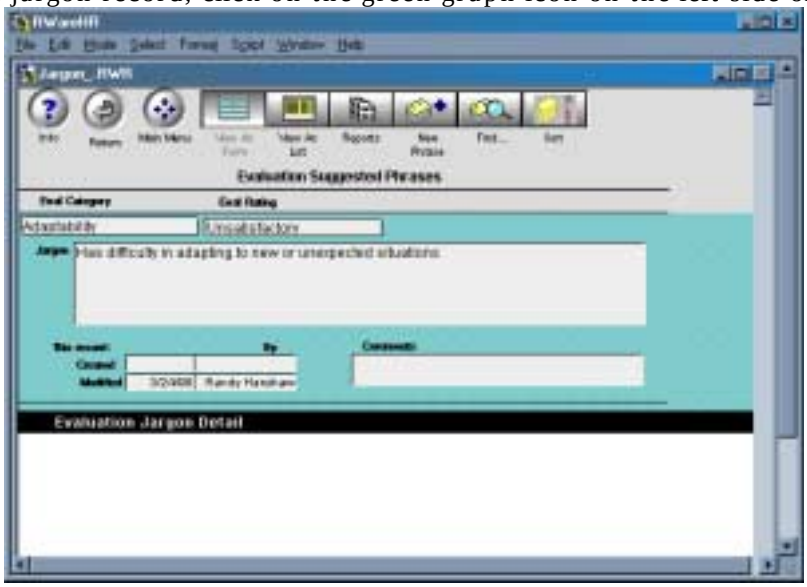
Password and Evaluations - Jargon Screen:

Next, press the Set up Jargon for Evals button.

The first screen to appear is a list of all of your evaluation categories and their ratings. For each combination of evaluation and rating, you must enter a paragraph describing that evaluation.

Password and Evaluations - Jargon Screen

To access the jargon record, click on the green graph icon on the left side of the screen.



Detail Jargon Screen

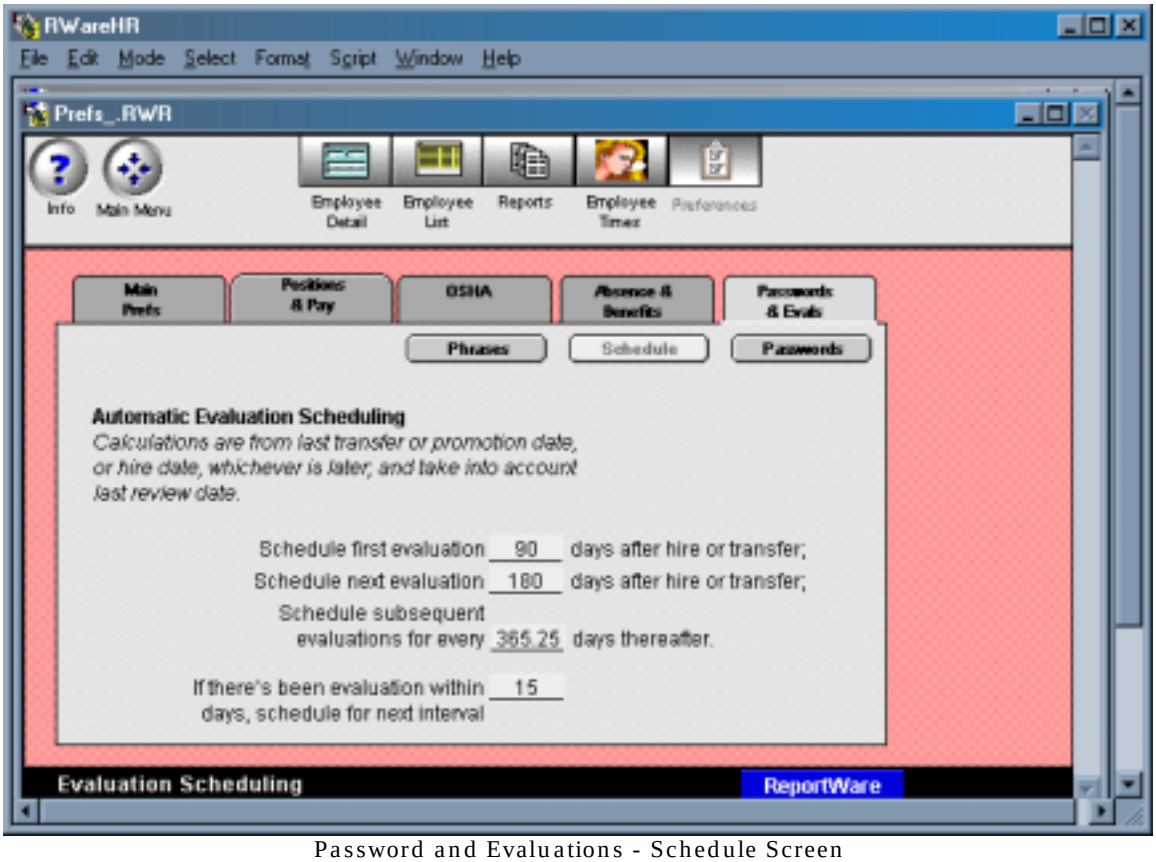
Establish a phrase for each evaluation rating for each category. As a supervisor rates

an employee, the jargon is automatically filled in, helping the supervisor with their evaluation.

This screen may be viewed as a list by pressing the View as List button. After you're finished with this screen (you may skip filling in any of the evaluation data if you don't use ReportWare to do employee evaluations), click on the Return Button to go back to where you were in the Phrase Screen in Passwords and Evaluations.

Password and Evaluations - Schedule Screen:

The schedule button allows you to schedule when evaluations will be due.

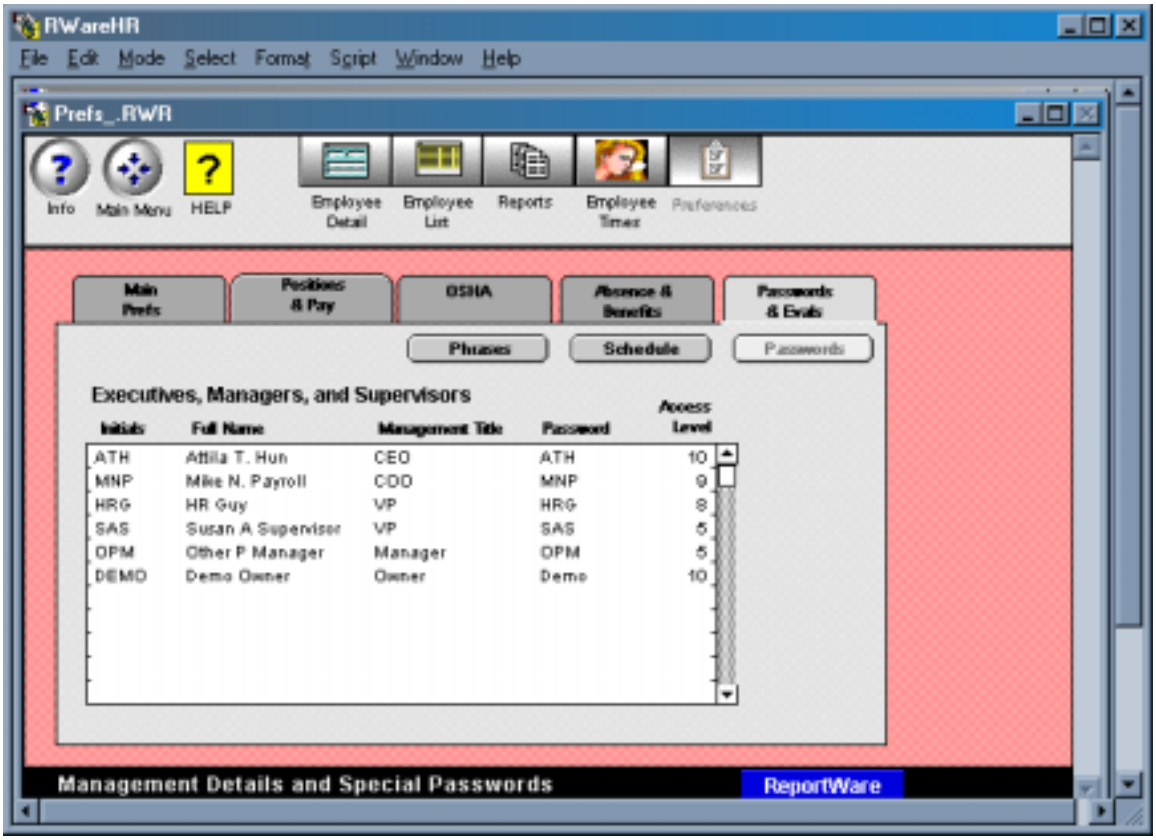


Password and Evaluations - Schedule Screen

This screen allows for the automatic scheduling of evaluations. Supervisors are automatically notified of pending evaluations for their employees.

Password and Evaluations - Password Screen:

The Password button from the Preferences screen takes you to the screen that allows you to set up management user ids and passwords. This screen establishes a secondary user id and password for more stringent security. Every supervisor and all payroll personnel must have a secondary user id and an access level.



Password and Evaluation - Passwords Screen

Initials go in the first field, and other information is entered as displayed in the above example. You may type over any demo data you see to enter real data. Access Levels are numeric, from 1 (lowest access) to 10 (highest access for senior management). If you use a touch screen terminal for cashiers to access ReportWare, enter numeric passwords. An access level of 5 indicates a supervisor. An access level of 8 indicates a Human Resource employee. An access level of 9 indicates a Payroll employee. An access level of 10 indicates the System Administrator. Employees without secondary ids (most employees using the system for clock in/out purposes only) are not set up here.

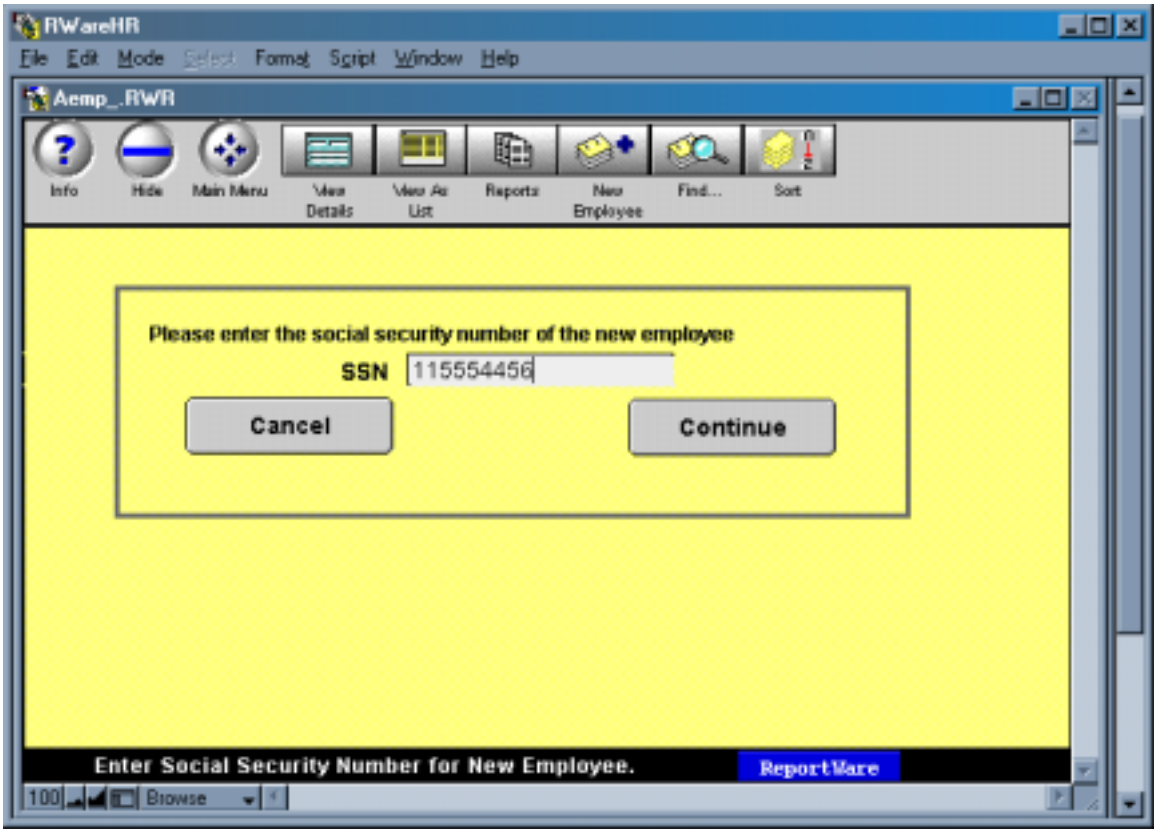
This completes all set up for company wide preferences. You need not access these screens again unless you wish to change your company preferences. Return to the Main Menu by using the button provided.

Chapter 5 EMPLOYEE DATA

Employee Data - Main Data Screen:

To enter a New Employee record, select the New Employee button from the Main Menu.

You will be presented with a screen requesting the employee's social security number.



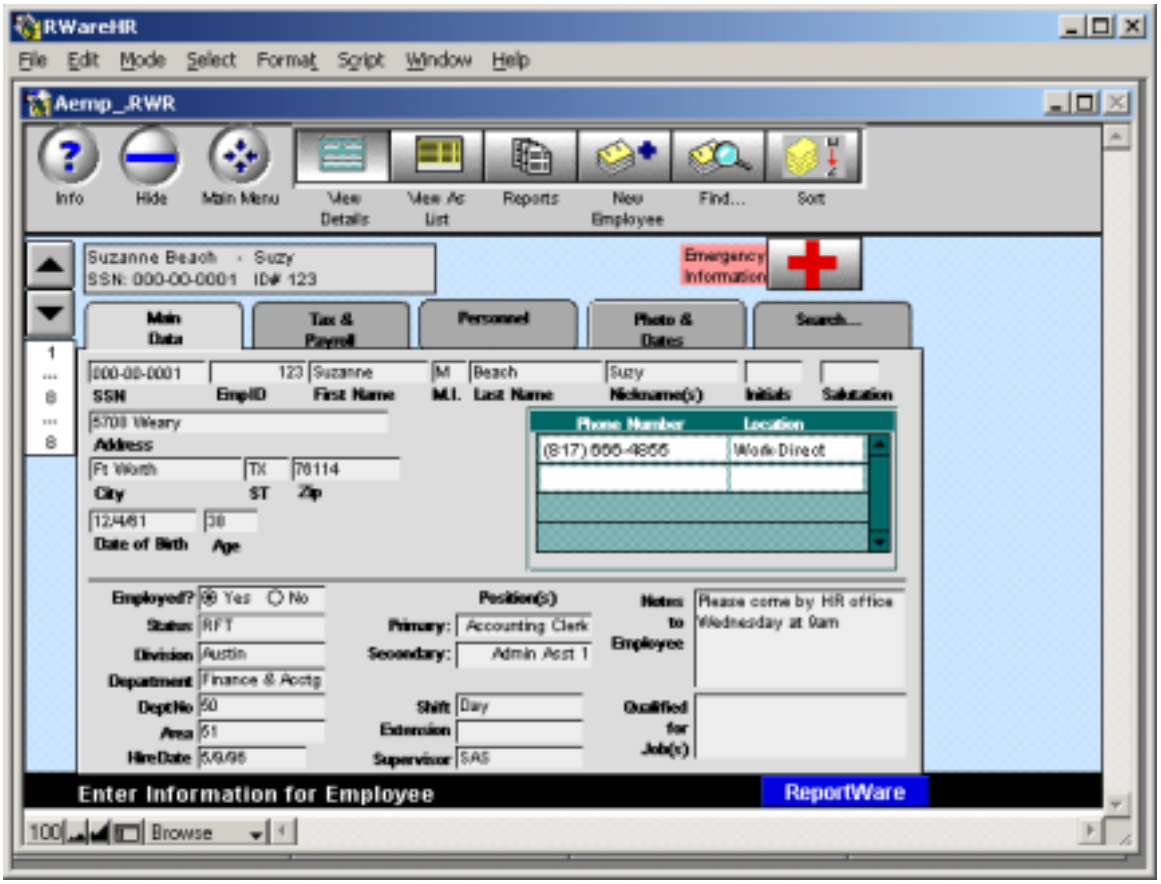
Social Security Duplication – New Hire Screen

Every employee must have a social security number. The system verifies that it does not duplicate one already on file. Internally, the software tracks everyone by their Social Security Number and, to a lesser extent, by Employee ID. You may freely edit all information about an employee except SSN. If you accidentally set an employee up using the wrong SSN, you must delete that record and do a new set up with the correct number. Once you've assigned an Employee ID, you should not change it or reassign it to anyone else.

Enter the social security number and press Continue. It is not necessary to enter the

dashes. Simply type the 9 digit number and click Continue.

The Main Data Screen will appear:



Employee Data – New Hire Screen

The white rectangle at the left of the screen (in this example showing "1-8-8" indicates record status: This is record 1 in a found group of 8, with a total of 8 records in the system. The up and down triangle buttons navigate up and down within your found set of records. A "Found Set" is all records which match some search criteria you have specified.

"Employee ID" accepts whatever number you wish to use to identify your employees. This ID must be unique -- no two people can have the same ID number. If you try to enter a duplicate ID number, the computer will stop you. This ID must be a number (not alpha-numeric) and will be used when clocking in employees.

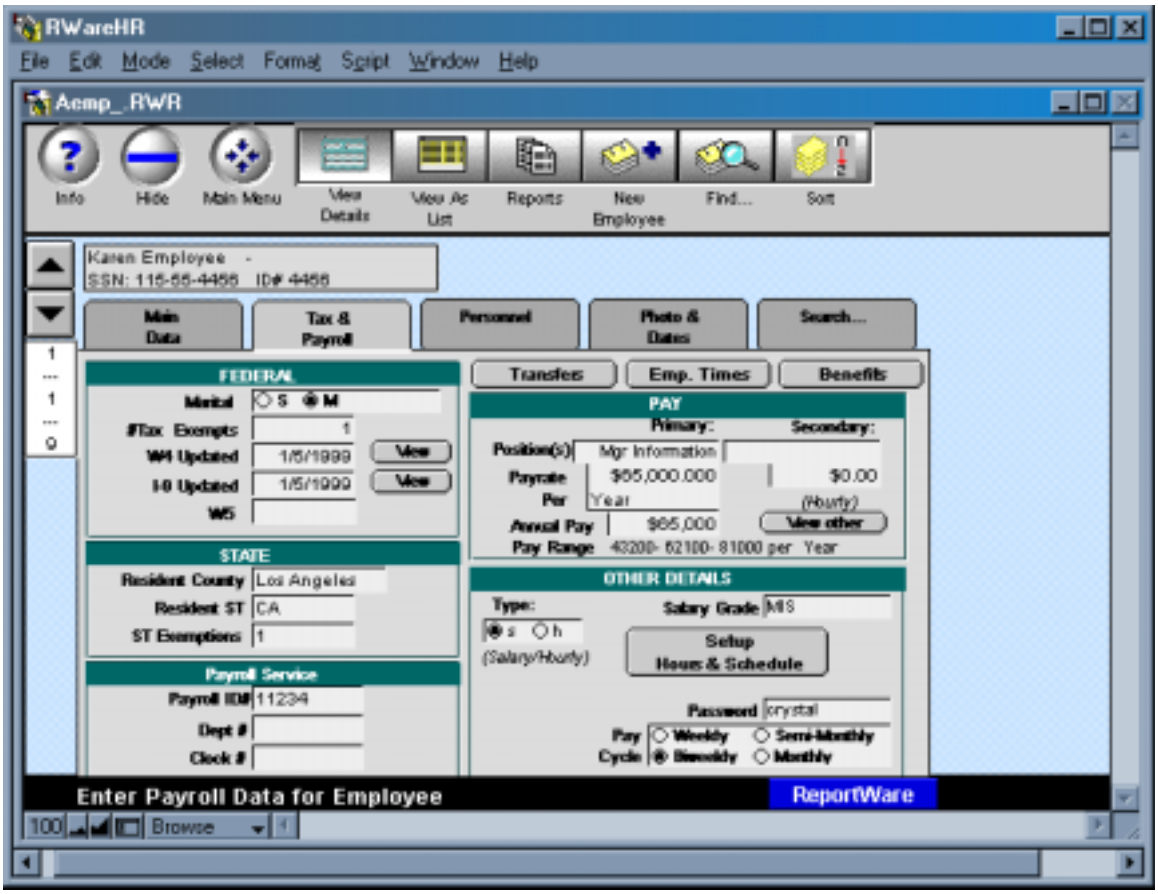
Go from one field to the next by pressing the tab key or by using your mouse. On some

pop-up lists, you may select the first letter of the choice then press the enter key. The Shift and tab key (pressed together) skips backwards through the fields.

Each employee must have a primary position and a supervisor. You may also assign a secondary position. The system automatically loads the primary position when the employee clocks in. The pay rates for these positions are applied in the following screens. The field "Notes to Employees" will display information to the employee when they clock in each day. This is a free-form field to allow you flexibility. Examples of useful entries in this would be "5/1/95 - needs updated W-4 -RR" or "5/1/95 - Suspended for two weeks -RR". This provides a date, what to look for, and the initials of the person requesting it.

Tax and Payroll Screen - Payroll:

After completing this screen, press the tab button to the right to go to the "Tax & Payroll" screen.



Employee Data – Tax and Payroll Screen

Employee Data

Enter payroll information on this and the next several screens. Of particular note is the "Payroll ID#" field. This field is the employee's payroll ID as assigned by ADP, Paychex, or another payroll processor.

Select the type of employee – Salary or Hourly: Mark whether your employee is hourly or salary ("h" or "s"). Mark the pay cycle. Only weekly or biweekly are recommended, as it is very difficult and confusing to track overtime on other pay periods.

Enter the pay rate for the primary job. Enter the period that this pay rate reflects. You may leave this blank if you only track and transmit hours to your payroll service.

Enter the pay rate for the secondary job if the employee has two jobs at different pay rates. The secondary job pay rate accepts only hourly pay rates.

Fill in marital status and number of exemptions most recently claimed on the employee's Form W-4. Note the date this Form was updated, along with the date of the I-9, to later get reports on who is out of date.

Payroll ID is used to file the payroll number for this person for use by your outside payroll processor (the file number assigned that person by ADP, Paychex or whoever).

Buttons marked "View" allow you to scan and attach to each employee's file a copy of their W-4 and such forms.

Under "Other Details", the password field is the password that the employee will use when clocking in. This password does not give him access to anything but entering and viewing his own time. If supervisory personnel also clock in and out, they must have a password assigned here. It may or may not be the same as their access password in Preferences.

The pay cycle reflects when this employee will be paid. Multiples of weeks must be used for all hourly personnel. This much better assures compliance with Wage and Hour Laws and makes audits smoother.

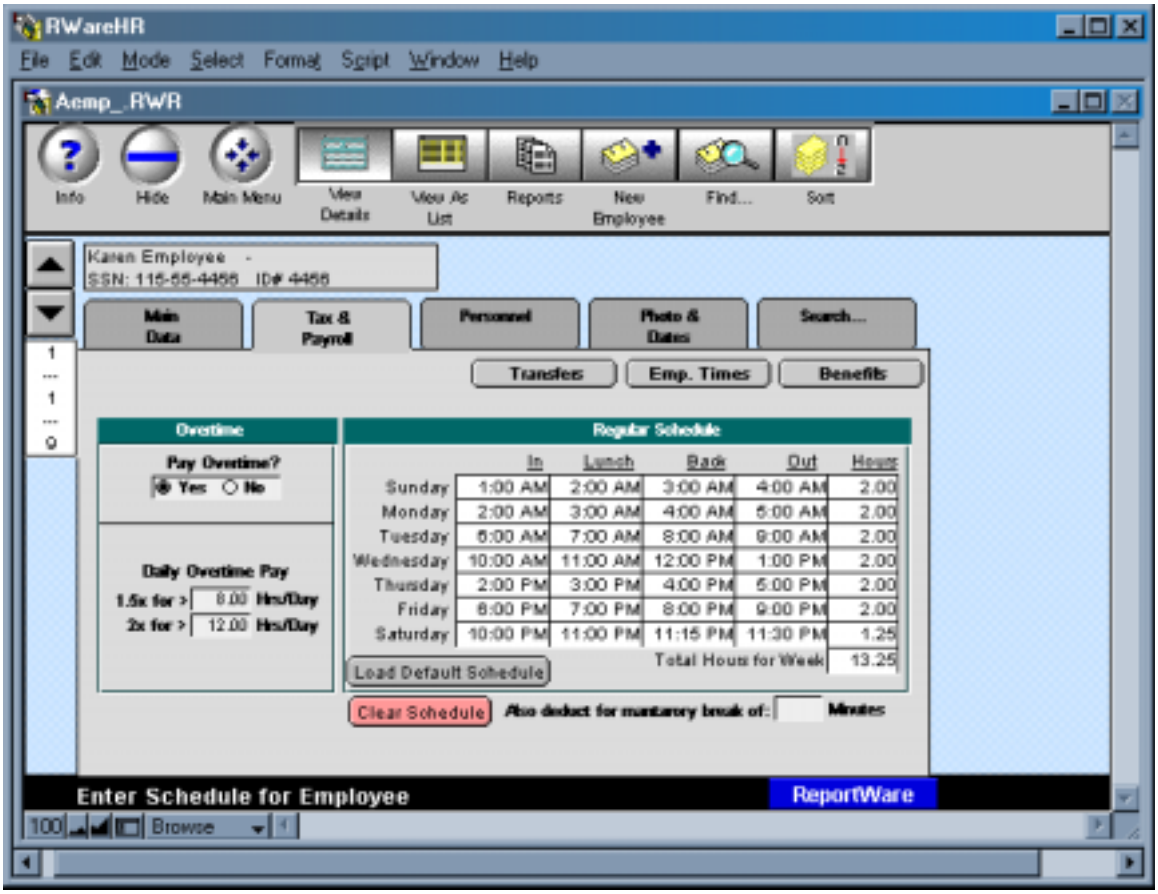
You may enter data in any order, but it's important to be thorough and not skip anything lest it be forgotten later. You can go back through a record and enter more

information or alter what's already there any time you wish.

Continue by selecting the Setup Hours and Schedule button.

Tax and Payroll - Setup Hours and Schedules Screen:

When you select the Setup Hours and Schedule button, the following screen will appear.



Employee Data - Setup Hours and Schedule Screen

Fill in the following fields:

Pay Overtime?: Mark yes for everyone except persons you are certain are not entitled to overtime pay.

Daily Overtime Pay: Enter the number of hours per day that must be worked before this person is paid overtime at time and a half and at double time.

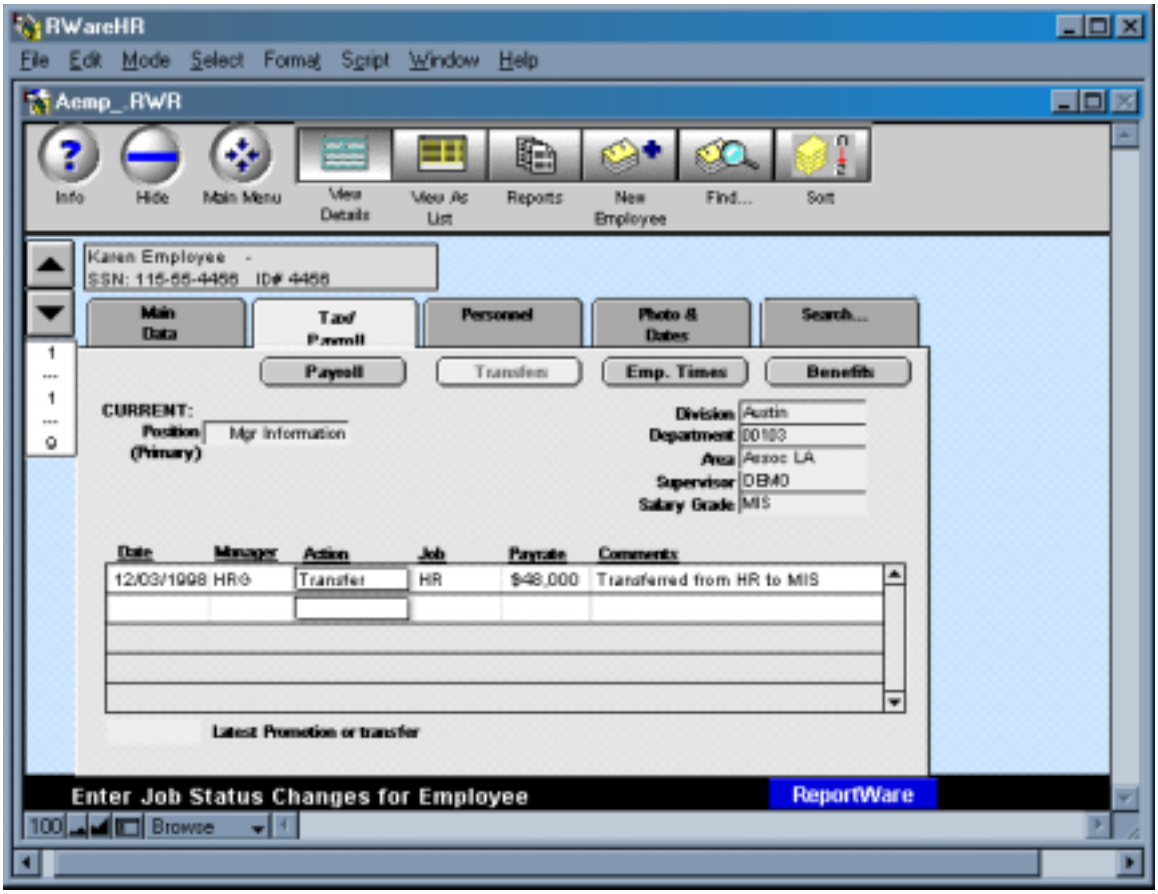
This screen determines the expected schedule for each employee. When you press the Load Default Schedule button, the system will set the company default schedule for this employee. You may change the default schedule after it is loaded. This schedule will be

compared to the actual clock times of the employee to report tardiness and absenteeism.

Next, if you provide your employees with a legitimate, unpaid, mandatory break, you may select the time to be deducted from each day in which they work more than four hours. Use this with care and after consulting with counsel or the Department of Labor. An unpaid break must generally be at least 30 continuous minutes during which the employee is in a break room or otherwise away from job duties.

Tax and Payroll - Transfers Screen:

The Button marked “Transfers” takes you to a sub-screen that you may use to enter job transfer data.



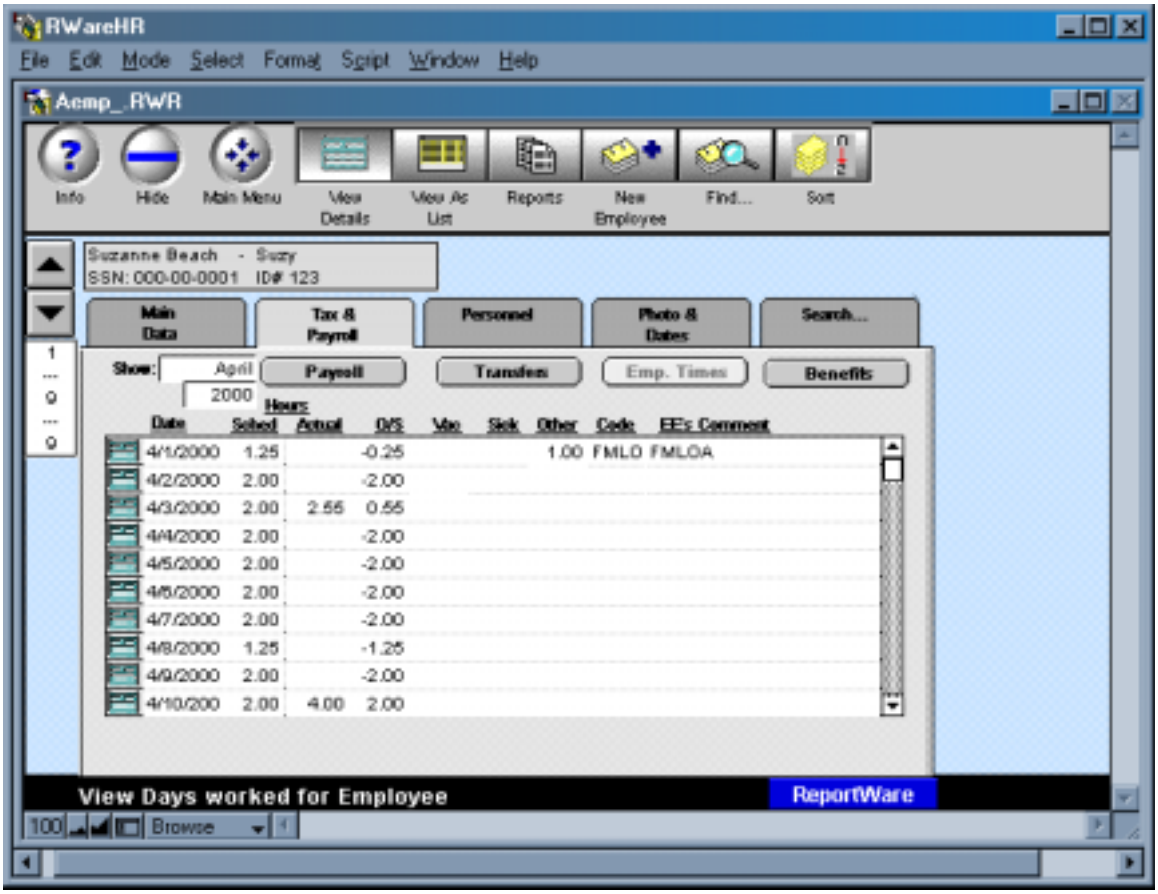
Employee Data – Transfers Screen

All transfers and promotions may be monitored here. Their current position is displayed at the top of the screen, while their job history is displayed in the bottom half of the screen.

Enter the current transfer **FROM** on the first available line. The position that the employee is transferring **TO** will become the current position at the top of the screen.

Tax and Payroll - Employee Times Screen:

The Button marked "Emp. Times" displays Employee Timekeeping data that has been accumulated from the employee's clock ins/outs.



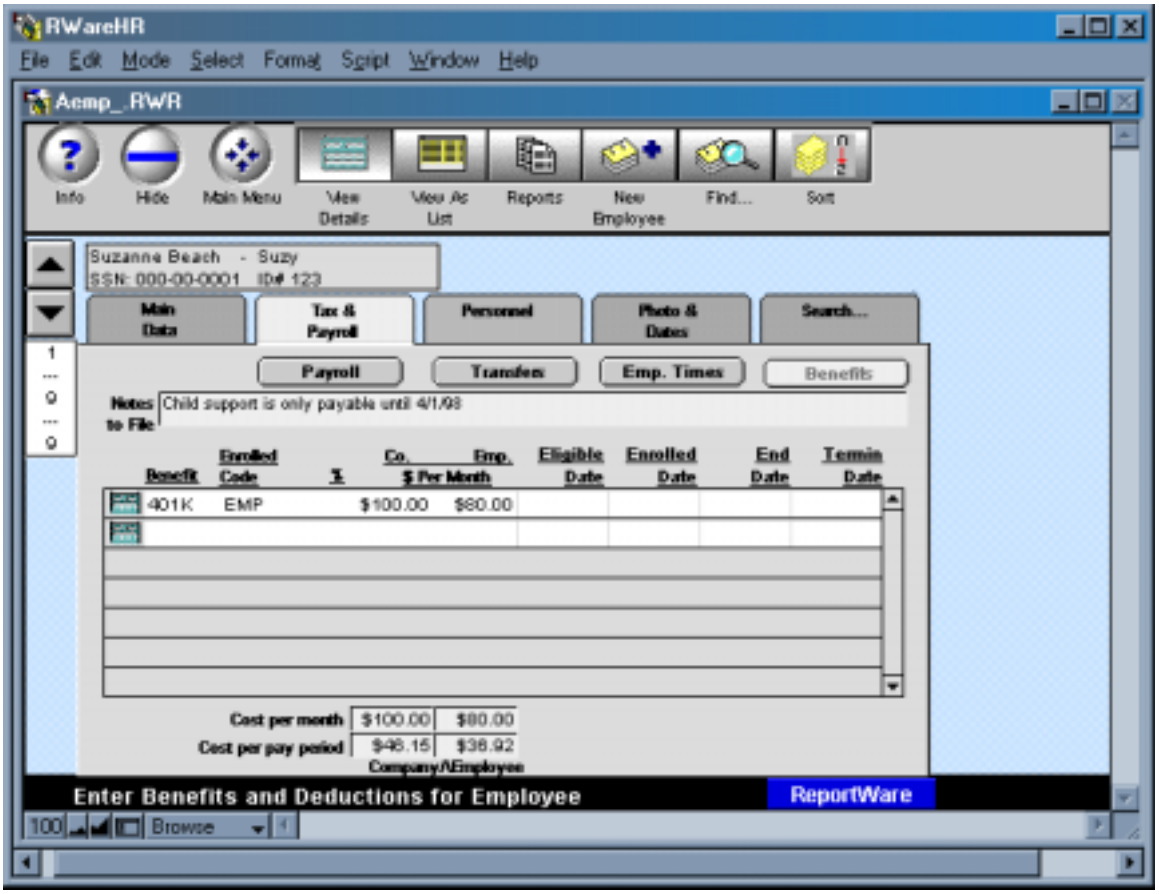
Employee Data - Employee Times Screen

The employee times screen displays the scheduled hours to be worked along with the actual hours worked for each day of the month. The O/S shows the variance of actual hours worked to the scheduled hours. Vacation, sick, and other time are displayed after they have been approved by the supervisor and the payroll department. If other time is used, the code that describes the other time is entered. A comment from the employee is maintained by day, if a change is requested.

You can view the actual time requests (clock ins and clock outs) by day, by clicking the green icon to the left of each day.

Tax and Payroll - Benefits Screen:

The button marked “Benefits” displays the list of Benefits that this employee has selected.



Employee Data – Benefits Screen

Click under the Benefit column to select the benefit selected by the employee.

Click under Enrolled Code to select who is being enrolled.

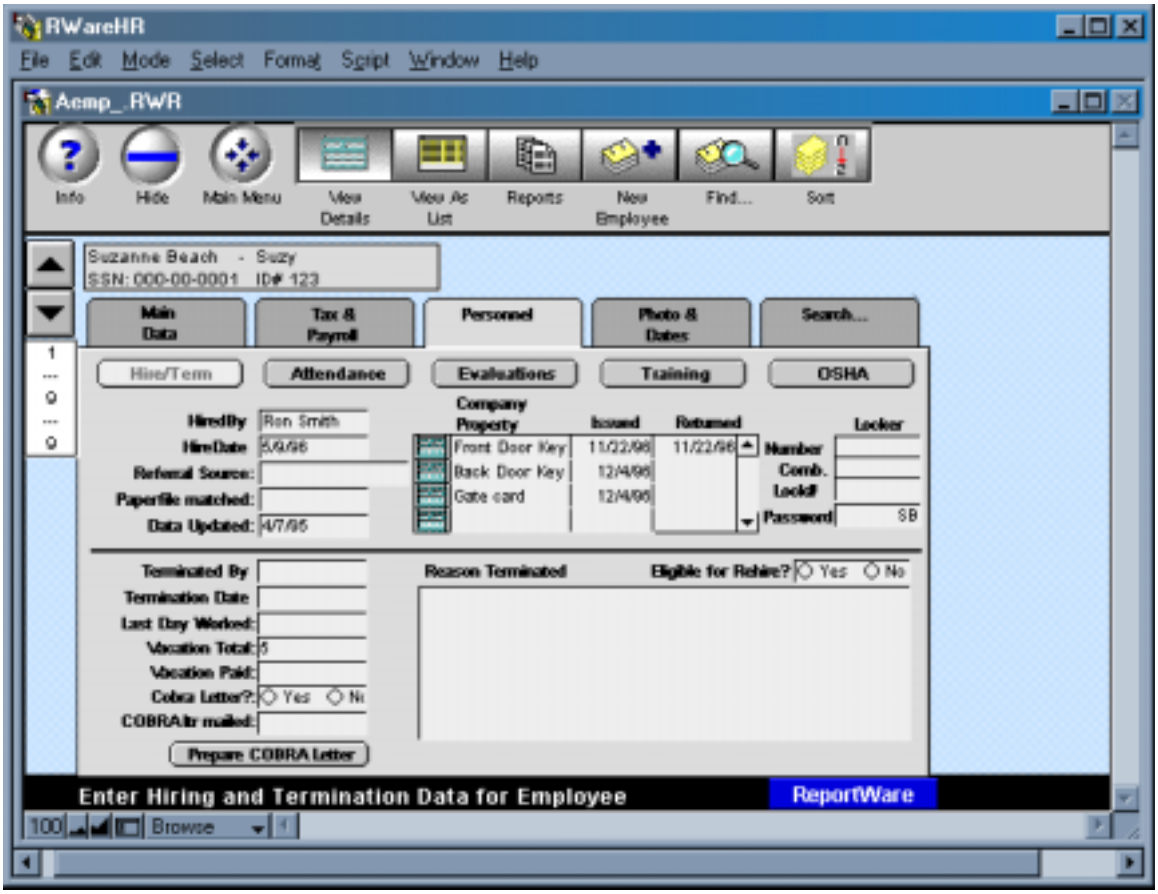
%: is the amount of the cost for which the employee is responsible.

Co. and Emp. $ Per Month: is the amount of money to be deducted from the employees check per month as well as the amount of money which will be paid by the employer for this benefit. The total is displayed at the bottom of the screen.

Eligible Date: is the date that the employee is eligible for this benefit.
Enrolled Date: is the date that the employee was enrolled in this benefit plan.
End Date: is the date that the employee cancelled or ended their enrollment in the benefit plan.
Termination Date: is the date that the benefit plan was actually terminated.

Personnel – Hire/Term Screen:

Press the Personnel tab to take you to the Personnel screen. Click on the Hire/Term Button.



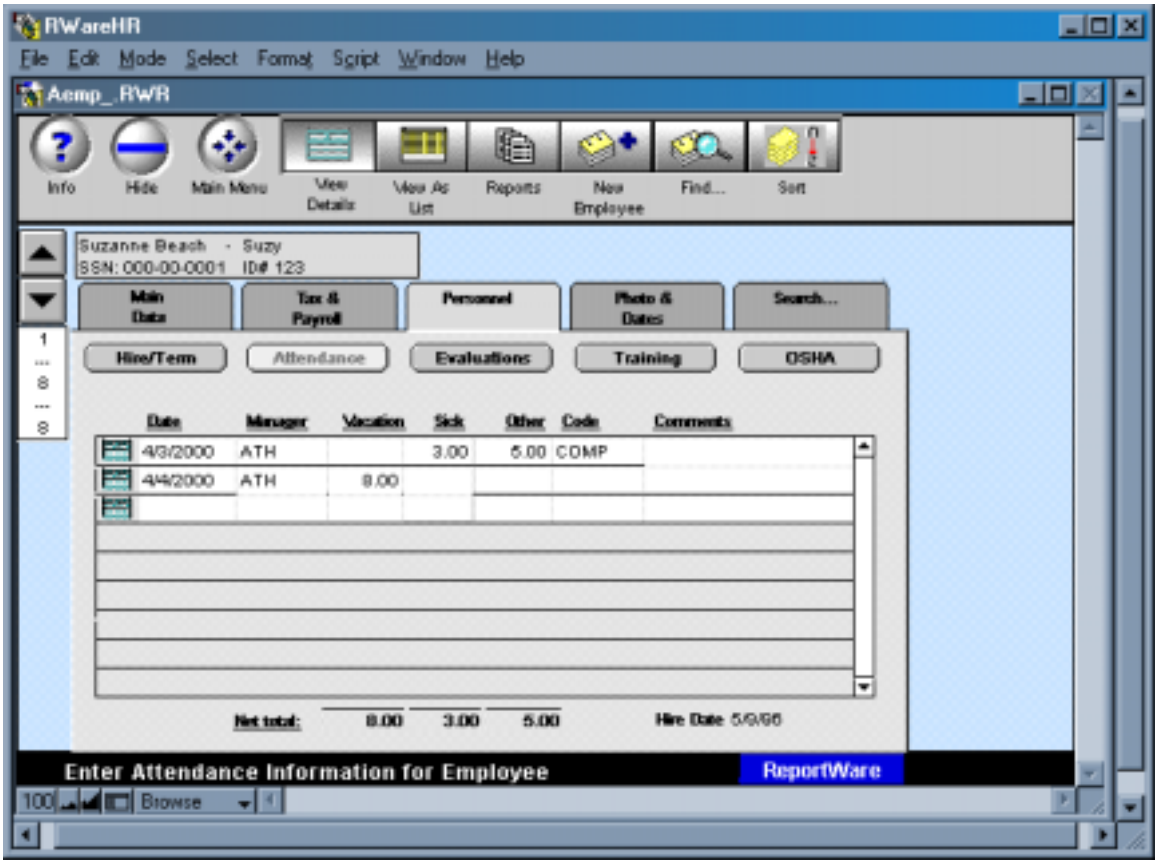
Personnel – Hire/Term Screen

Hire and Termination information is maintained for each employee under the button marked Hire/Term. Company property is also maintained on this screen. Each piece of company property (keys, laptop computers, cell phones, etc.) is entered in the section labeled Company Property. To access the detail file on each piece of property, click on the green icon to the left of the property description.

This is also the screen where Cobra insurance is maintained. Upon termination, this screen will maintain if and when a Cobra letter was mailed and will in fact prepare the letter for you. You can prepare the letter by clicking on the button labeled Prepare Cobra Letter.

Personnel - Attendance Screen:

Attendance records may be reviewed by clicking the Attendance button.



Personnel – Attendance Screen

The time displayed here comes from the employee clock ins and outs and any changes approved by Payroll. This does not show regular or overtime hours. For that information you need to go to the Payroll/Tax tab and press the Employee Times button. Accruals for the employee are entered as positive numbers on this screen.

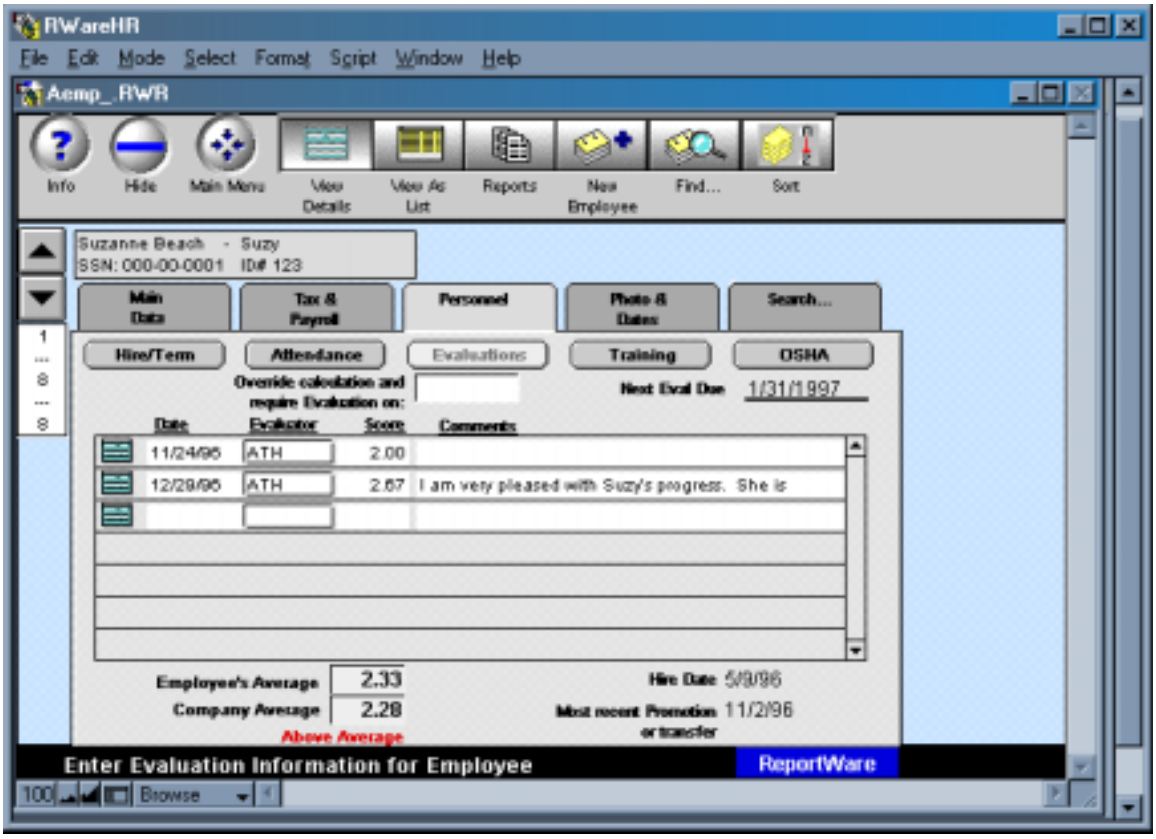
Vacation: Shows the hours taken as Vacation time.

Sick: Shows the hours taken as Sick time.

Other: Shows the hours taken as not regular, vacation or sick time. The time in this field must be accompanied by a Code such as Comp (compensatory), LOA (leave of absence), etc. The codes are determined at system setup.

Personnel - Evaluations Screen:

Evaluations are entered and maintained by clicking the button labeled Evaluations.



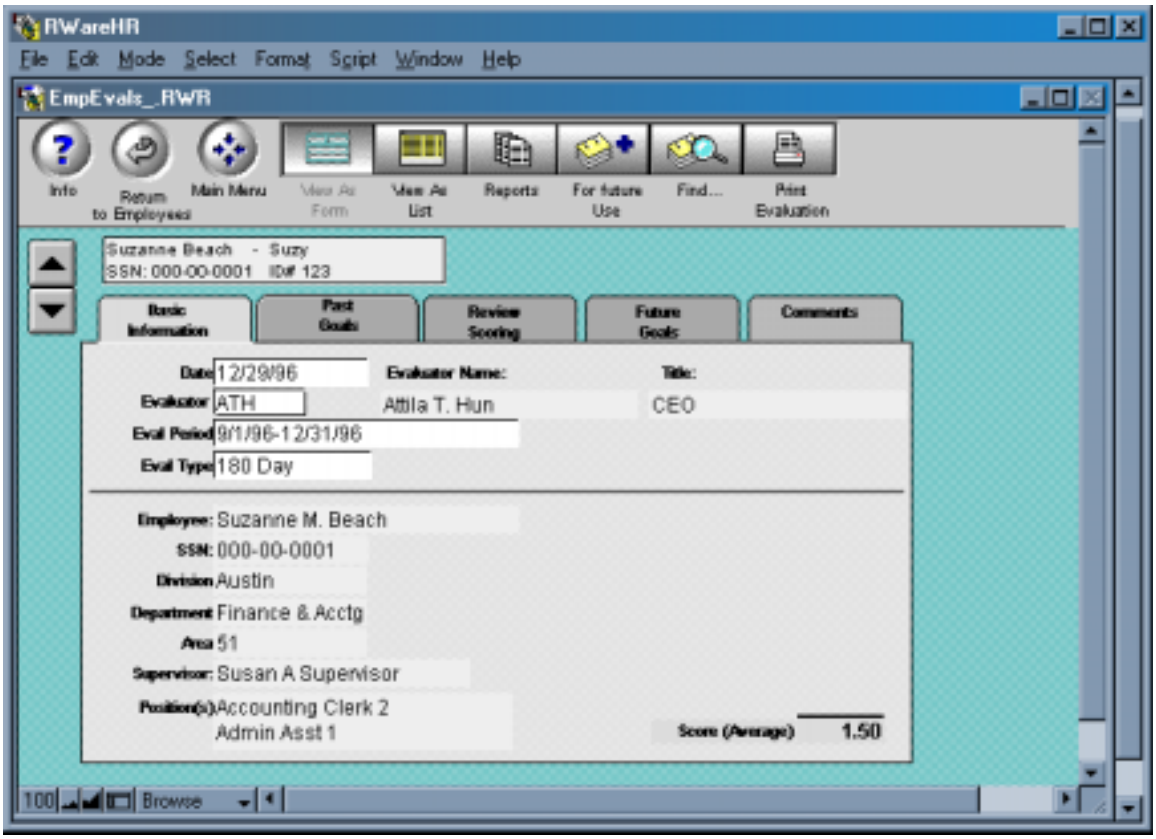
Personnel – Evaluations Screen

ReportWare facilitates preparation of employee performance reviews. Look at an existing Evaluation by clicking on the green detail button by a date in the Evaluations screen. (Hint: Suzy, employee 1, has some evaluations). You may do a new evaluation on anyone by selecting a blank line, filling in the date and evaluator, then clicking the green button. All pop up menus are user definable, as is the sample review jargon that's filled in automatically (and may be edited for each employee). The default jargon is entered during system setup in the company Preferences screens.

The evaluation date is automatically calculated based on the company preference. You may override this date and enter a specific date for an evaluation by typing it at the top of the screen.

Personnel - Evaluation – Basic Information Screen:

A detailed evaluation is accessed by pressing the green icon at the left of the evaluation line.

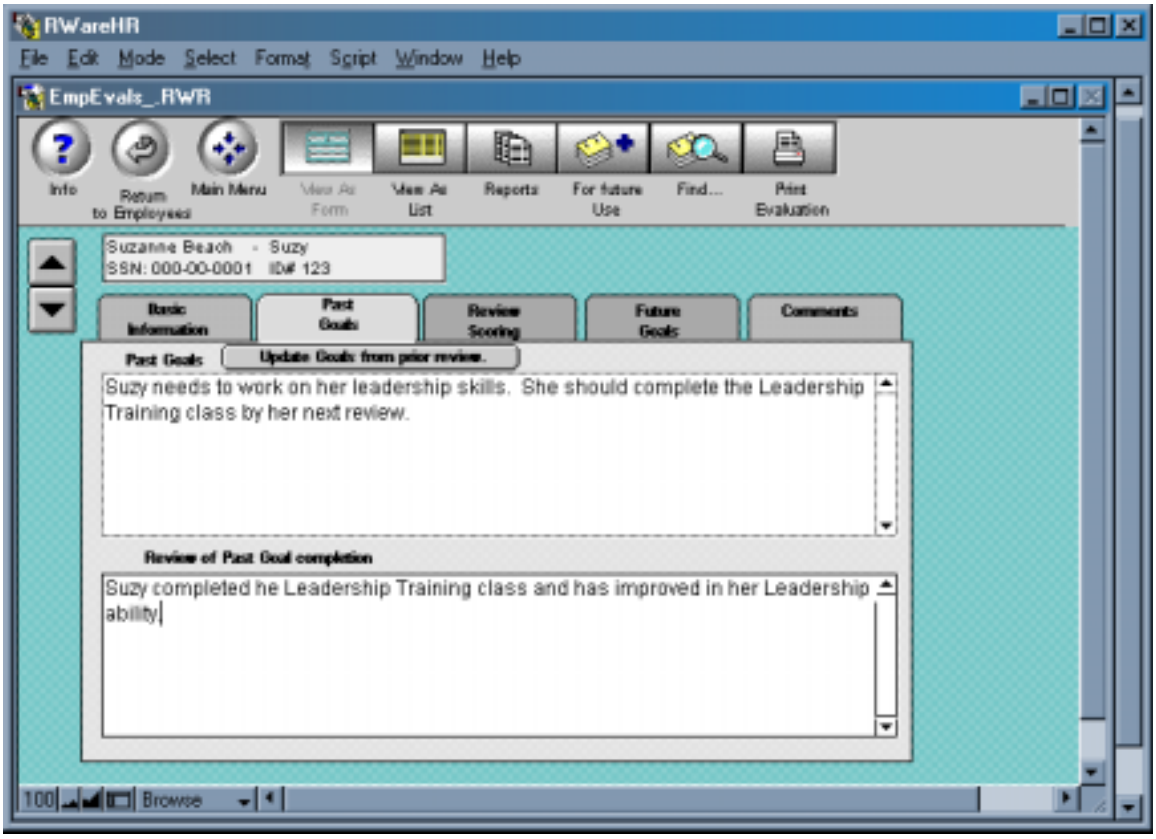


Personnel - Evaluation – Basic Information Screen

This is the evaluation header information. Each evaluation has a header record that describes who the evaluator was, what the evaluation period was, what type of an evaluation it was, and the date of the evaluation.

Personnel - Evaluation – Past Goals Screen:

To continue with the evaluation, press the tab labeled Past Goals.

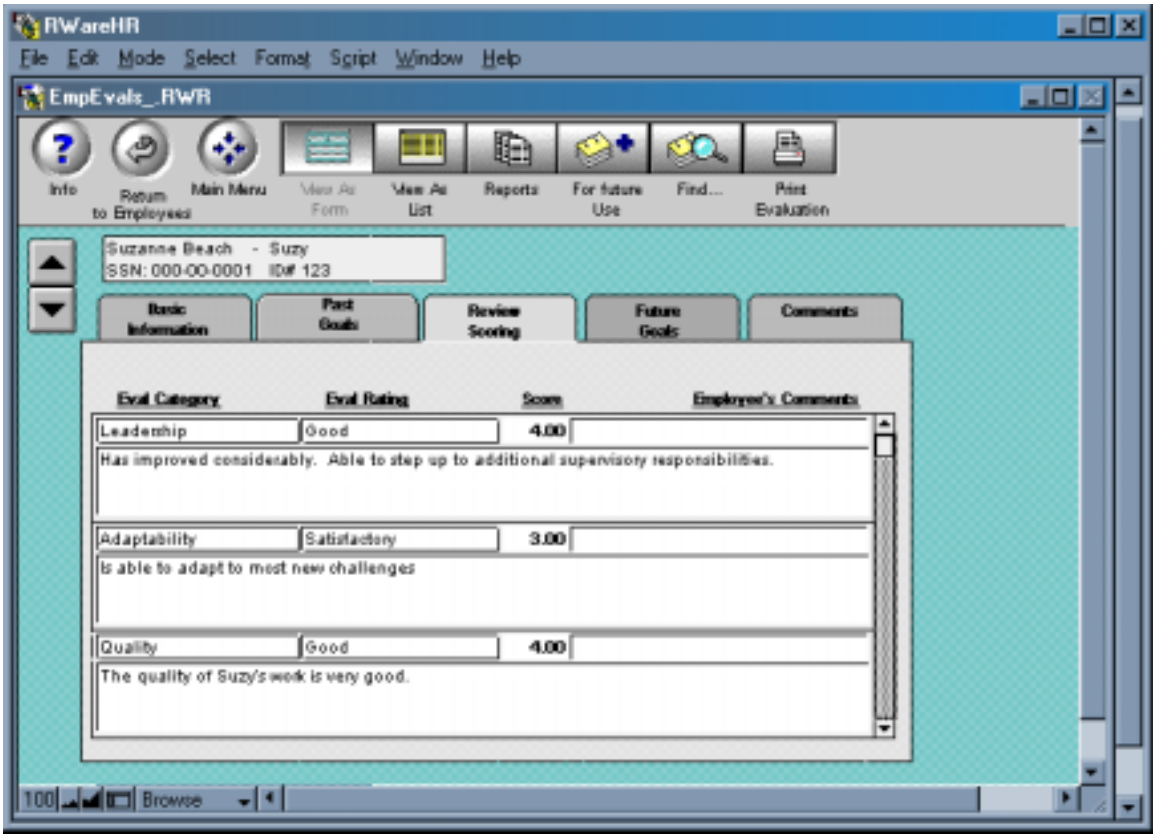


Personnel - Evaluation – Past Goals Screen

This screen keeps track of the employee's progress on achieving the goals set forth in the evaluation. You can update the past goals section from the previous evaluation by clicking on the Update Goals button. A review of the past goals completion should be entered in the box provided.

Personnel - Evaluation – Review Scoring Screen:

To review the evaluation scoring, press the Review Scoring tab.



Personnel – Evaluations – Review Scoring Screen

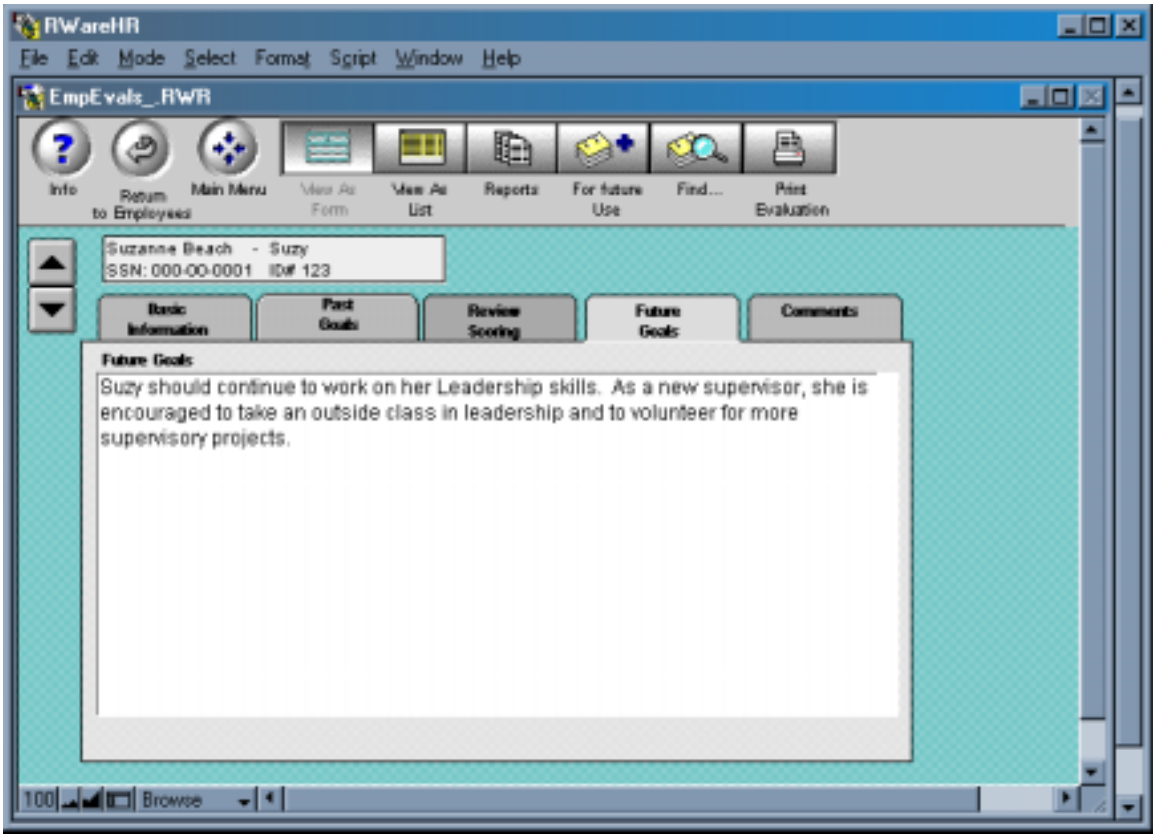
This is the basis of the evaluation. For each evaluation category, there is a drop down menu. Select the category from the menu. In the evaluation rating field, select the rating from the drop down menu. The score is based on the rating:

Excellent	5
Good	4
Satisfactory	3
Needs Improvement	2
Unsatisfactory	1

These ratings and scores are pre-defined at system setup in the company Preferences. If "jargon" was setup during system setup in the preferences screen, the jargon related to the evaluation category and the rating will be inserted in the text box. If no jargon exists, the supervisor should type in a comment manually.

Personnel - Evaluation – Future Goals Screen:

To review or enter an employee's future goals, click on the Future Goals tab.

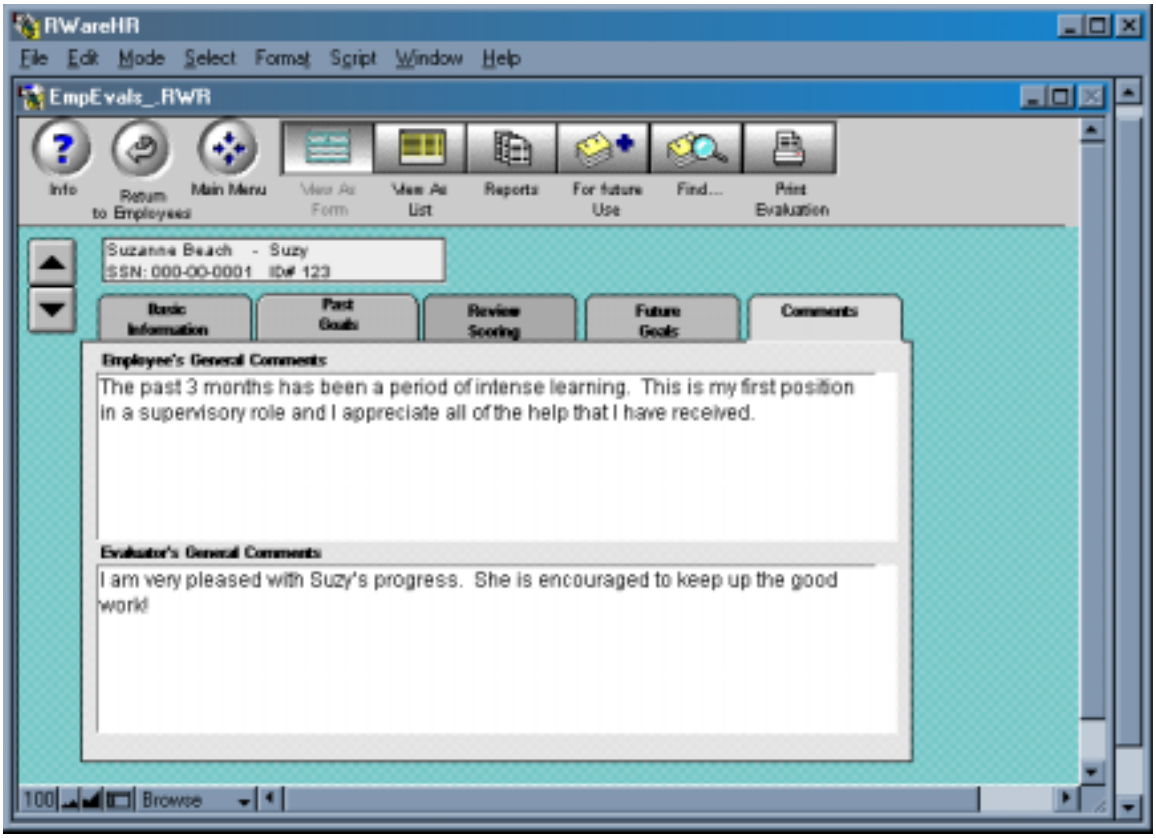


Personnel – Evaluations – Future Goals

The future goals entered in this evaluation are the basis for reviewing Past Goals in the next evaluation. The text is free form and is up to the supervisor to enter manually.

Personnel - Evaluation – Comments Screen:

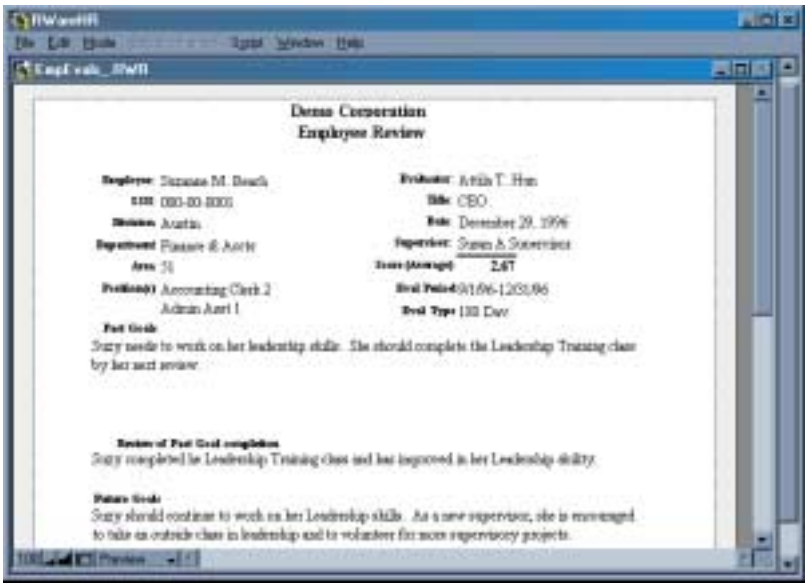
The comments portion of the evaluation is accessed by clicking on the Comments tab.


RWareHR
File Edit Mode Select Format Script Window Help
EmpEvals_RWR
Info
Return to Employees
Main Menu
View As Form
View As List
Reports
For future Use
Find...
Print Evaluation
Suzanne Beach - Suzy
SSN: 000-00-0001 ID# 123
Basic Information
Past Goals
Review Scoring
Future Goals
Comments
Employee's General Comments
The past 3 months has been a period of intense learning. This is my first position in a supervisory role and I appreciate all of the help that I have received.
Evaluator's General Comments
I am very pleased with Suzy's progress. She is encouraged to keep up the good work!
100
Browse

Personnel – Evaluation – Comments Screen

The employee is encouraged to comment on her/his evaluation. These comments remain a part of the evaluation for the term of the employee. The evaluator's general comments are also maintained here. All comments are fre form.

To print the evaluation, click on the Print Evaluation button. A preview screen of the evaluation is presented.



Personnel – Evaluation – Print Evaluation

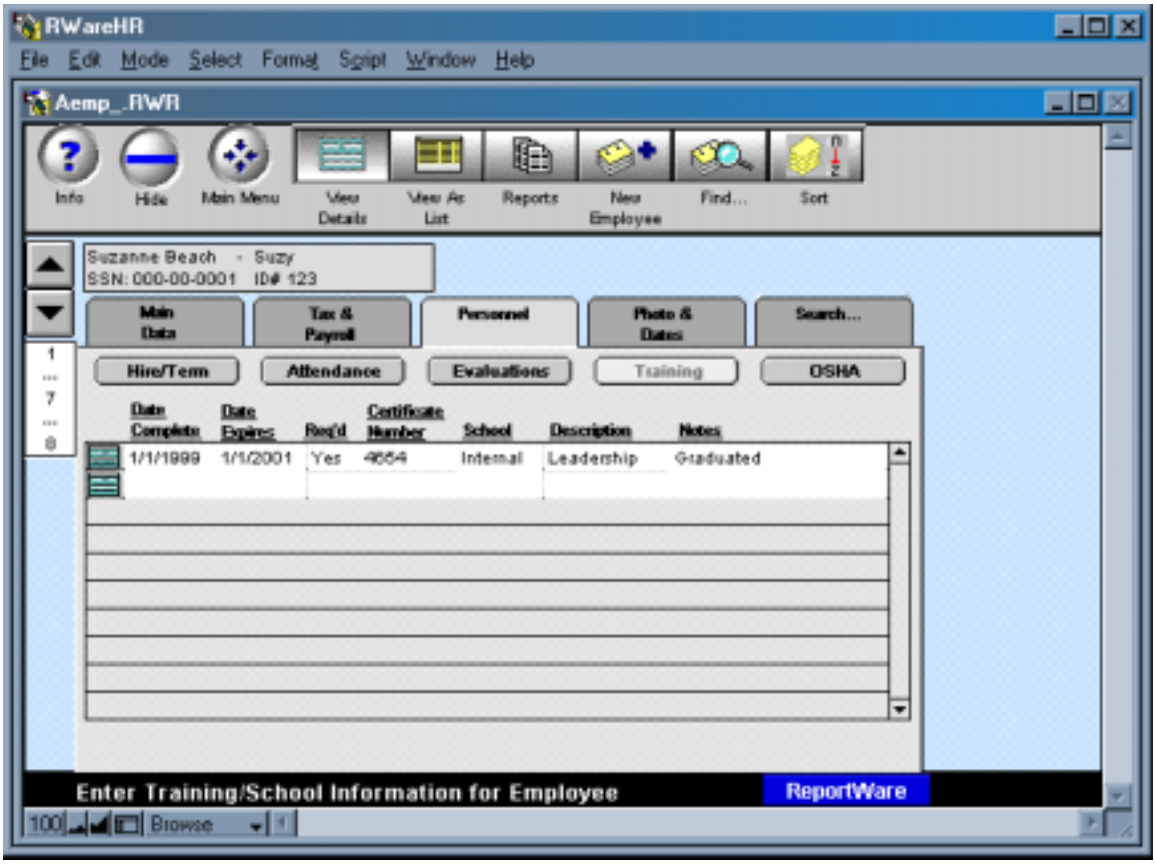
To continue printing the evaluation, from the above File menu, select the Print button. You will be presented with a Printer Dialog box. Press "ok: to print or "cancel" to return to Evaluation screen.

Print Dialog Box

Now that you are done with the evaluation, you can return to the employee record by pressing the Return to Employees button.

Personnel -Training Screen:

Records of employee training are maintained by selecting the button marked Training, under the Personnel Tab.



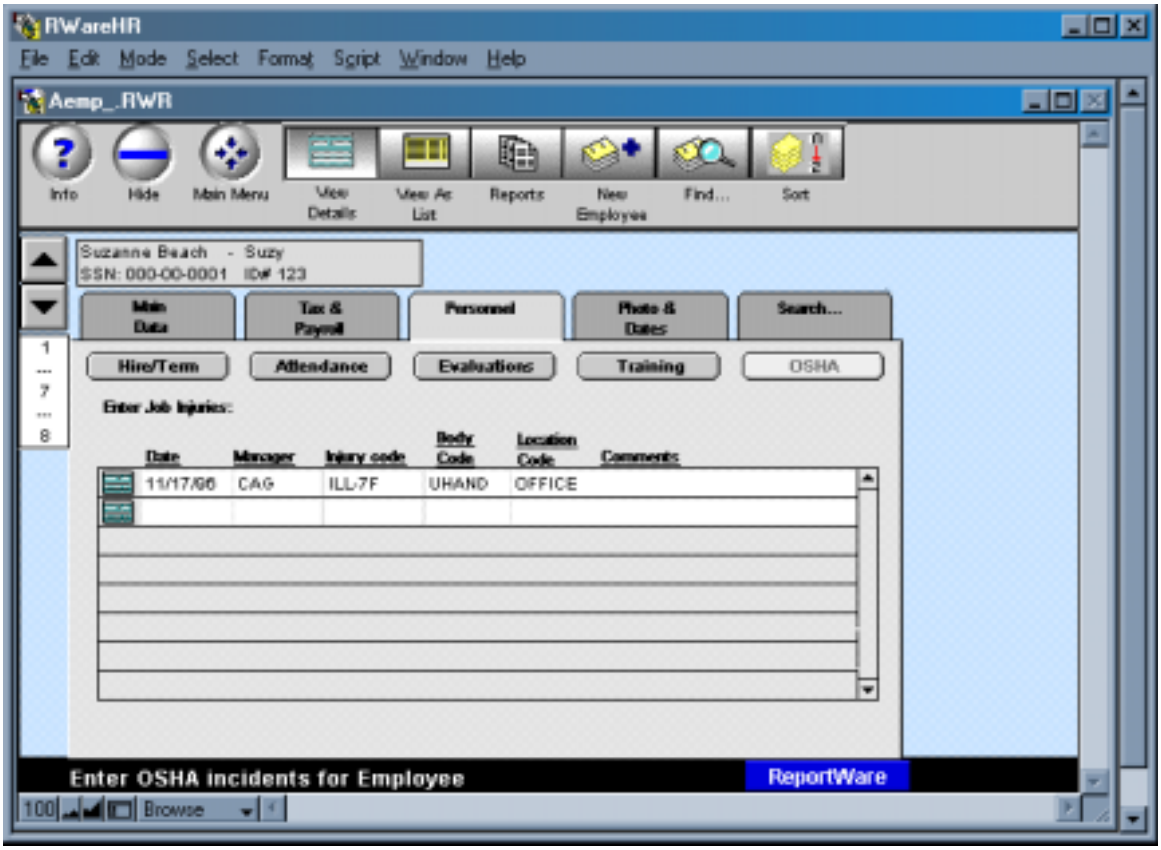
Personnel – Training Screen

A record of each training class or certification is maintained for all employees. Mark "Yes" in the required column to tell the system to track and report on the associated item.

To add a new class or certification, simply type on a blank line. You may select the school from the pull down menu. If the school is not present, choose EDIT from the menu and add the name of the school, then select it. The description and notes are free form.

Personnel - OSHA Screen:

OSHA filings are maintained under the button marked OSHA.



Personnel – OSHA Screen

This screen is used to maintain any OSHA complaint of injury. The codes are established during the initial install when the company preferences are set up.

To enter a complaint, simply type into a blank line. The injury code, body code and location are all pull down menus for you to select from. If you do not see the code you need, speak with your System Administrator.

Photo Information - Photo Screen:

Press the button marked Photo & Dates to go to the Photo screen.

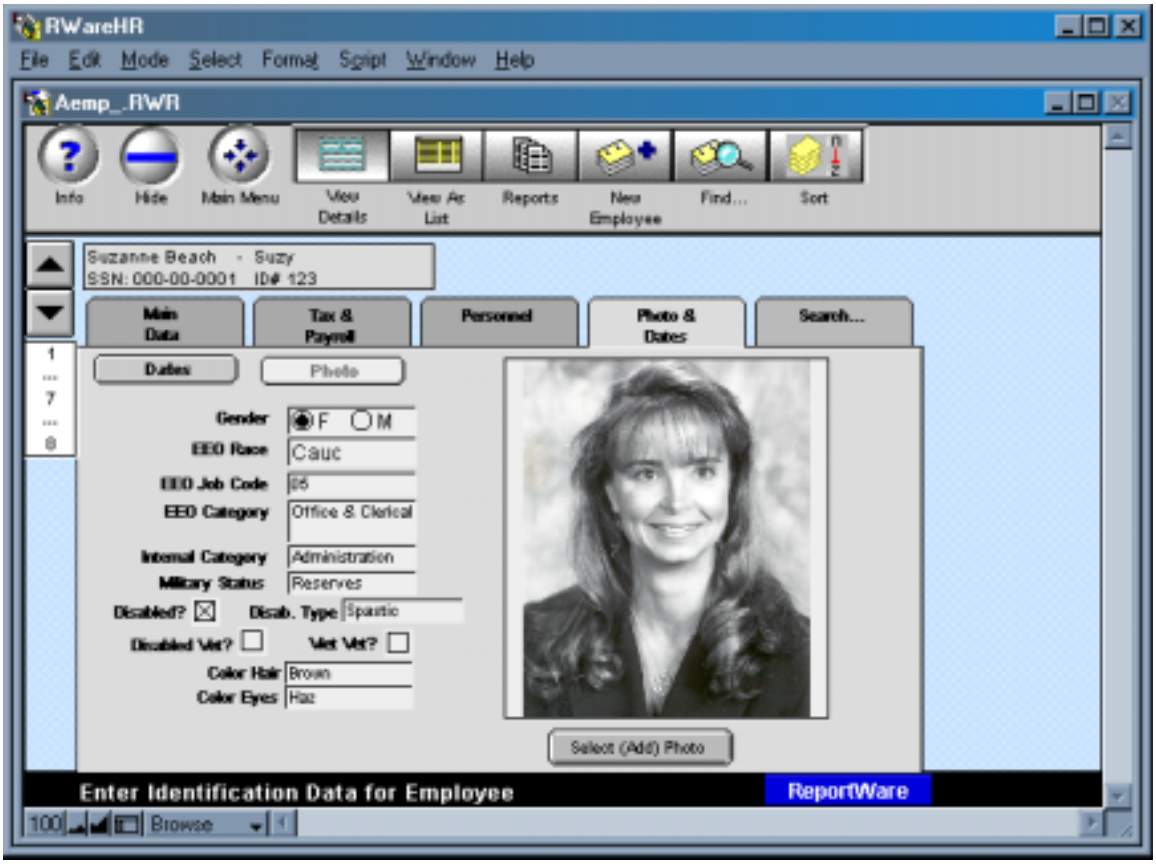


Photo and Dates - Photo

Use this screen to track listed information to the extent you wish or feel compelled by the EEOC or other agencies. The EEO race category should not be used without consultation with your labor law counsel, but is provided because some companies are compelled by law to keep up with this information.

You may add color or black and white photographs (or even movies with sound) to any record in the space provided. The “Select (Add) Photo” button will produce a dialog box asking you to locate the computer file of the photo you wish to use. Digitized photographs may be imported in a variety of formats from a variety of sources. For instance, you can use a video capture board to pick a frame from a videotape or video camera, or you may use a dedicated digital camera. If you have a CD-ROM reader on

your computer, you may want to take plain 35 mm photos and have your photo lab put them on a Photo-CD. Most graphics software can read Photo-CDs and import them into ReportWare. This is cheap in that you don't have to buy a lot of specialized digital equipment -- and it provides a handy, permanent system for keeping photographs. Your ReportWare representative can provide you more information. In using the Photo feature, be sure to check the box below for "Store only a reference to the file" to keep your database from growing too large. If you do not elect to store only a reference, the actual picture will be added to your database; otherwise, your computer will look for the referenced picture and display it whenever you visit this screen.

Photo Information - Dates Screen:

Press the button marked Dates to go to the Dates screen.

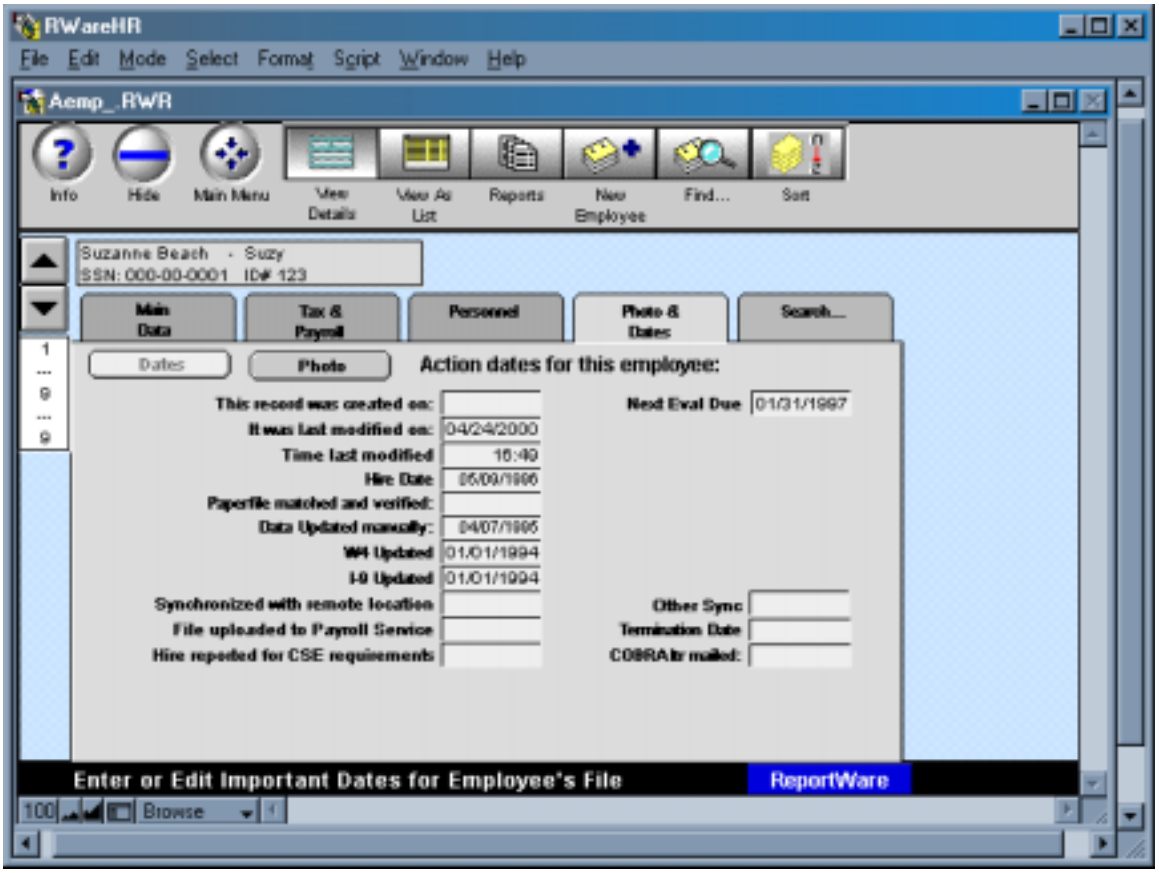
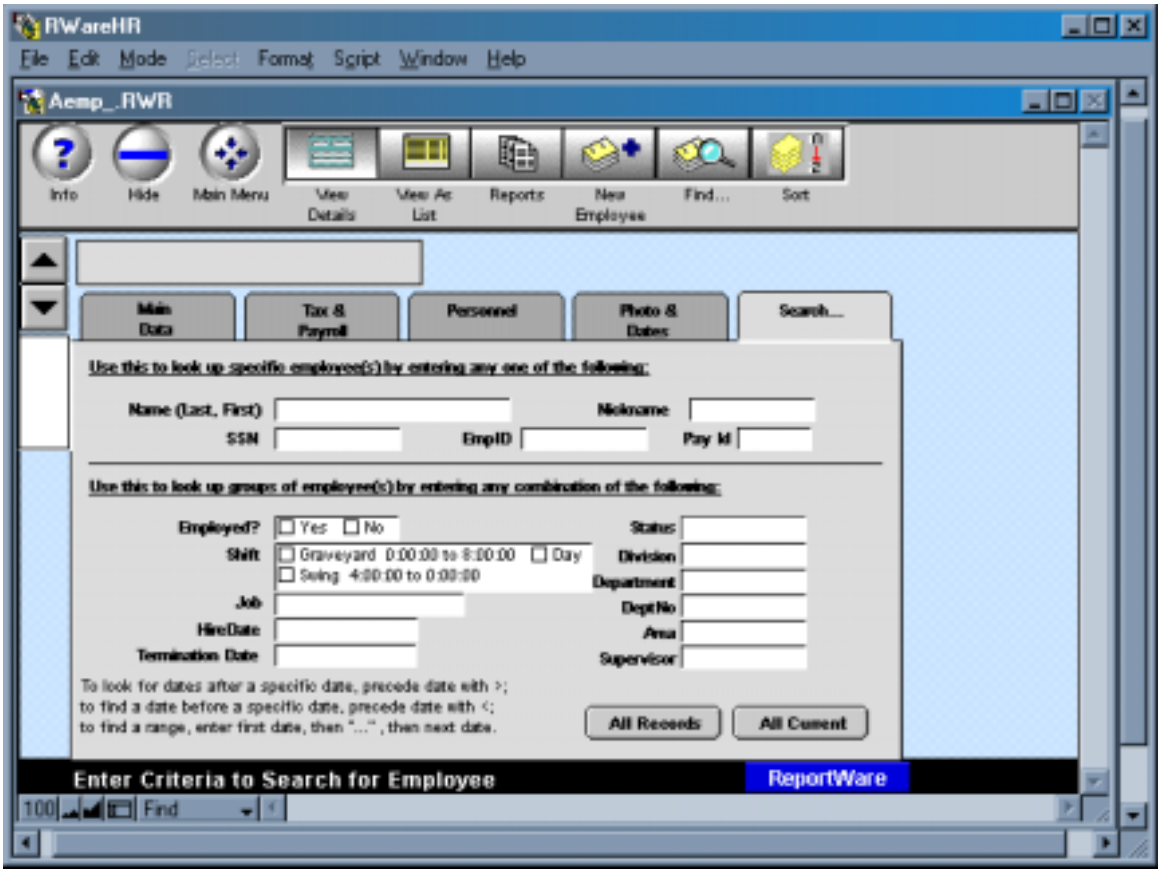


Photo and Dates - Dates

Use this screen to store important date information about your employee. Most of these dates are updated on other screens and displayed in this single convenient spot. If you change a date here, it will reflect correctly on the other screens as well.

Search:

Press the tab marked Search to search for an individual employee or group of employees.



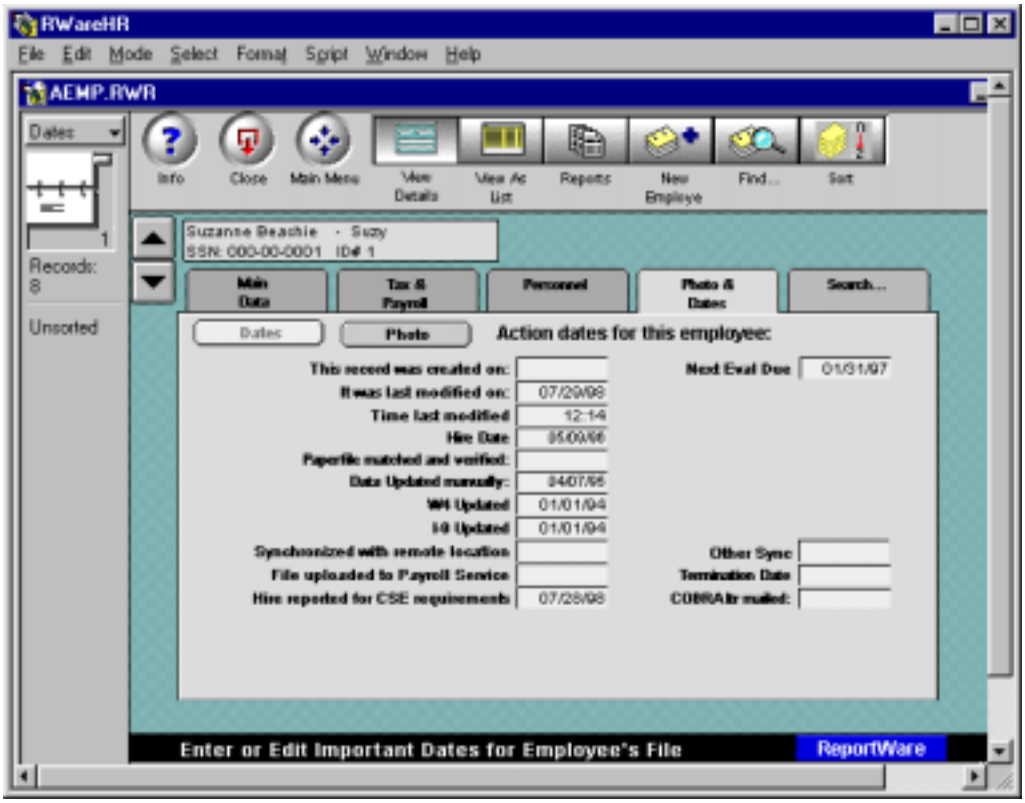
Search Screen

Enter the data for which you wish to search and press Enter (beside the number pad). You may also use either the All Records or All Current button. The All Records button will find all employees in the system. The All Current button will find only currently employed employees. A list of all employees that match the search will be displayed. To select a specific employee, click on the green icon to the left of the name.

New Hire Reporting

Federal Law forces **all** states to require **all** employers to report information about **all** new employees hired shortly after each employee's hire date (within 20 days of hire unless your state sets a shorter time). This is supposed to be for the purpose of Child Support Enforcement so that obligated parents can be tracked down and support collected from them even when they move around the country or change jobs. Reporting is mandatory in all states. Detailed requirements may vary from state to state. To learn more about this and your state's particular requirements, see NewHire.pdf in the Government Forms subdirectory of your installation CD or go onto the Internet and look at http://www.acf.dhhs.gov/programs/cse/newhire/employ/employ.htm

Versions of ReportWare shipped after July 28, 1998 support this new hire reporting automatically. There is a screen on each employee's detail file under the Photo tab labeled "Dates". This screen allows you to review and alter various dates pertaining to each employee's file, including the "Hire Reported for CSE Requirements" date. To automatically report new hires for CSE (Child Support Enforcement) requirements, go to Reports and click on the button for "CSE New Hires". This will search your employee files for everyone who lacks a Hire Reported for CSE Requirements date. It will sort



those found alphabetically and print a report which you may mail or fax to the state agency with which you are required to file. After generating this report, ReportWare will ask if you'd like to mark those employees included in this report as having been filed. If you select Yes, the current date will automatically be inserted into each record included in the report.

When you use this function for the first time, you will not want to report (and are not required to report) older existing employees. To prevent them being reported, run the function once, cancel printing, and choose Yes when asked if you'd like to mark all as having been filed. After this, these people will not come up for filing unless you remove the date from their records.

The following are excerpts from published rules for Texas (other states may be similar):

WHEN TO REPORT

- Send a report within 20 days of the employee's first day on the job.
- When there has been a lapse in pay of 30 calendar days or more, send a report within 20 days of the employee's first day back at work.

WHERE TO REPORT

MAIL:

Texas Employer New Hire Reporting
Operations Center
Post Office Box 149224
Austin, Texas 78714-9224

OR

FAX:

1-800-732-5015

OR

CALL:

1-888-TEX-HIRE
(1-888-839-4473)

If you're not in Texas, you may call the phone number for your state to get detailed local information:

NEW HIRE STATE CONTACTS

(as of May 1, 1998)

Alabama	(334) 353-8491
Alaska	(907) 269-6685
Arizona	(602) 252-4045
Arkansas	(800) 259-2095
California	(916) 657-0529
Colorado	(303) 297-2849
Connecticut	(860) 424-5044
Delaware	(302) 369-2160
District of Columbia	(888) 689-6088
Florida	(850) 413-9102
Georgia	(888) 657-9585
Guam	(671) 475-3360
Hawaii	(808) 586-8984
Idaho	(800) 627-3880
Illinois	(800) 327-4473
Indiana	(800) 437-9136
Iowa	(515) 281-5331
Kansas	(888) 219-7801
Kentucky	(800) 817-2262
Louisiana	(888) 223-1461
Maine	(800) 442-6003*
	(207) 287-2886
Maryland	(888) 634-4737
Massachusetts	(617) 577-7200, ext. 30488
Michigan	(800) 524-9846
Minnesota	(800) 672-4473
Mississippi	(800) 241-1330
Missouri	(800) 585-9234
Montana	(888) 866-0327
Nebraska	(888) 256-0293
	(402) 691-9957
Nevada	(888) 639-7241
New Hampshire	(888) 803-4485
New Jersey	(609) 588-2355

New Mexico	(888) 878-1607
New York	(800) 972-1233
North Carolina	(888) 514-4568
North Dakota	(800) 755-8530*
	(701) 328-3582
Ohio	(800) 208-8887
Oklahoma	(800) 317-3785
Oregon	(503) 986-6053
Pennsylvania	(888) 724-4737
Puerto Rico	(787) 767-1500
Rhode Island	(888) 870-6461
South Carolina	(800) 768-5858
South Dakota	(888) 827-6078
Tennessee	(888) 715-2280
Texas	(888) 839-4473
Utah	(800) 222-2857*
	(801) 526-4361
Vermont	(802) 241-2194
Virgin Islands	(340) 775-3070
Virginia	(800) 979-9014
Washington	(800) 562-0479
West Virginia	(800) 835-4683
Wisconsin	(888) 300-4473
Wyoming	(800) 970-9258

*toll free number only works within state

Chapter 6 EMPLOYEE TIME ENTRY:

Premise of ReportWare's Timekeeping Software:

ReportWare's Timekeeping Software is designed to give you exceptional control over your own time tracking and interaction with your payroll department. From your computer, you mark yourself in each morning, out at lunch or on company business, and out at the end of your work day. Because this information is available live over your company's network, it is then used by your co-workers and receptionist to know whether they can call you in your office or need to take messages for you because you're out.

You may come and go as many times a day as you need to, marking yourself in or out as appropriate. At any time, you may review your times for the current day or past days. If there are any errors, for example, if you got busy with a call first thing in the morning and forgot to mark yourself in, you may place a note to your supervisor and payroll department indicating the correct time. You may leave a notation on each request to let them know the reason. By checking your time regularly and making any needed notations, you can stay on top of your times.

You may also review your work week and make notes on any vacation or sick time you use. By doing this, you ensure that everything gets to your supervisor and payroll department in an accurate and timely manner. You no longer have to send notes in with your timesheet, call them, or send them emails. After they make requested corrections, you will see them reflected on your timekeeping screens. This saves a lot of time and effort for others, in that they are not interrupted and may process your information whenever it's convenient.

Enter Employee Time - System Setup:

Your system administrator will place a shortcut on your computer, which you simply double-click to launch the software. This will locate needed files on your network and get you started. If your network is extremely busy or you are accessing the system over a WAN, there may be a short delay as files load.

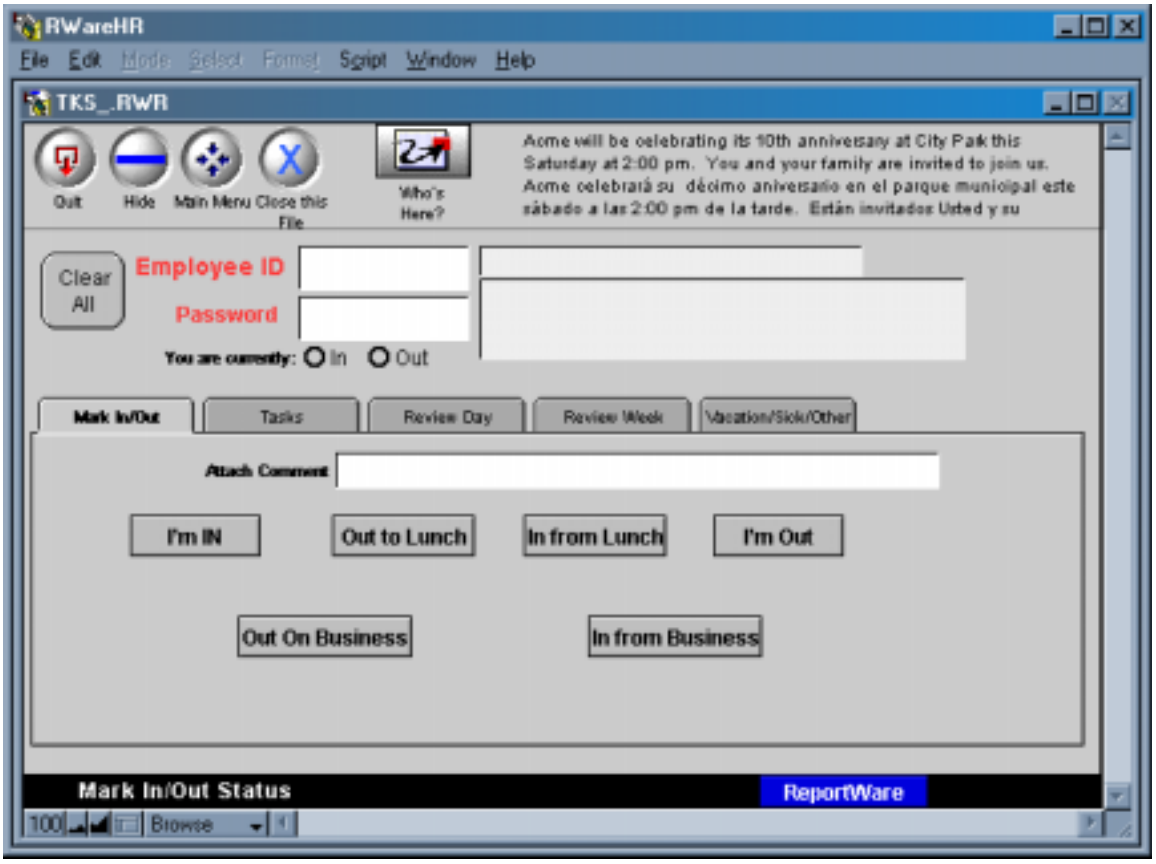
Enter Employee Time - Initial Log On Screen:

You will initially see a screen similar to this:

Employee Time Entry – Initial Log On Screen

Just click on the big button to proceed. You will next see:

Enter Employee Time - Clock In / Out Screen:



Employee Time Entry – Clock In / Out Screen

Use this screen to mark yourself in and out and to see any messages your payroll department may leave for you. The message in small type at the top of the screen is for everyone in the company; the message just below your name is specifically for you. If you want to leave a comment to be reflected in the "Who's Here" screen (you'll see it below), type in the comment in the "Attach Comment" box. An example would be: "Gone to Doctor-be back at 3:00". If the comment appears to be too large to fit in the box, don't worry -- what you type is never lost, it just doesn't fully display until you click in the box.

To log on: type in your Employee ID in the space provided, then hit tab to go to the password box. Type in the password you are assigned. Passwords are case sensitive.

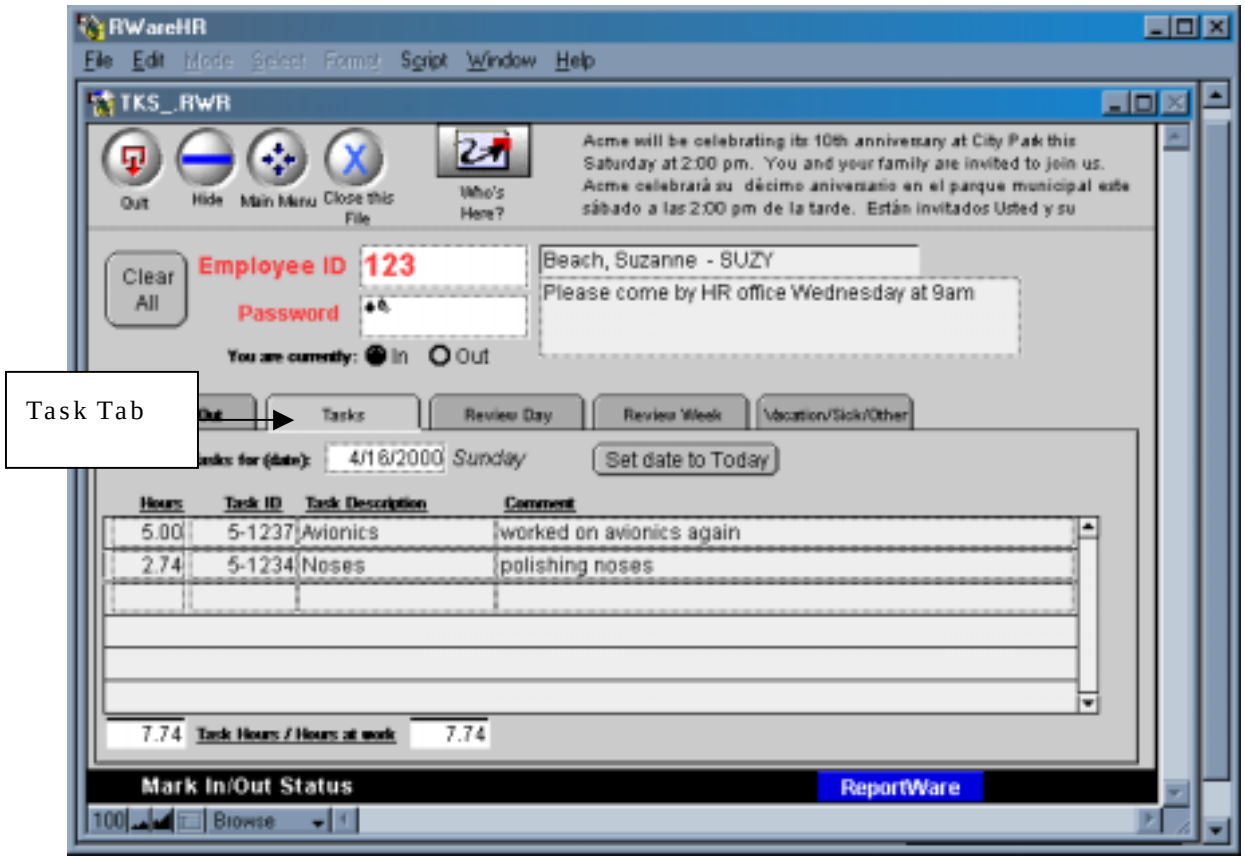
After doing this, click any of the “I’m IN” or similar buttons if you want to mark yourself in or out.

If you want to review your times or enter tasks, without clocking in or out, click on any of the folder tabs (“Mark In/Out”, “Tasks”, “Review Day”, etc.). Clicking any tab will check your password and take you to that screen. You must enter your ID and password to see your own information.

To log out: so that someone else may log in on your computer, or when you’re away from your desk and want to keep your information private, click the “Clear All” button. This will not clock you out; it will remove your Employee ID and password, thus disabling access to your personal information.

Enter Employee Time - Task Entry Screen:

To enter Tasks: Click on the Tasks tab to enter information for job costing, customer billing, etc. You will see the following screen:

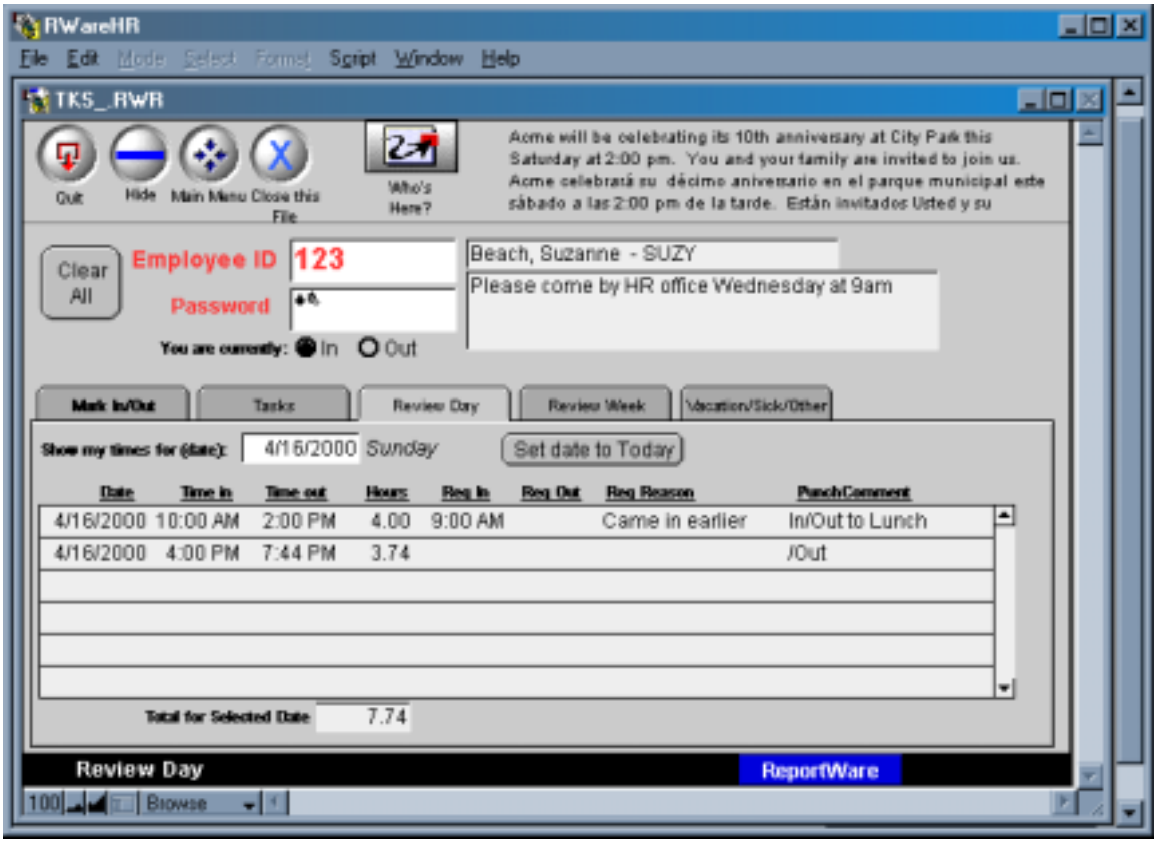


Employee Time Entry – Task Screen

On the Tasks screen you may enter time you spend for job costing, if your company asks you to track this information. Note that you may type in any date to see what you have entered previously. To quickly insert today's date, you may click the "Set date to Today" button.

Enter Employee Time - Review Day Screen:

To review a specific day click on the "Review Day" button to see the following screen:

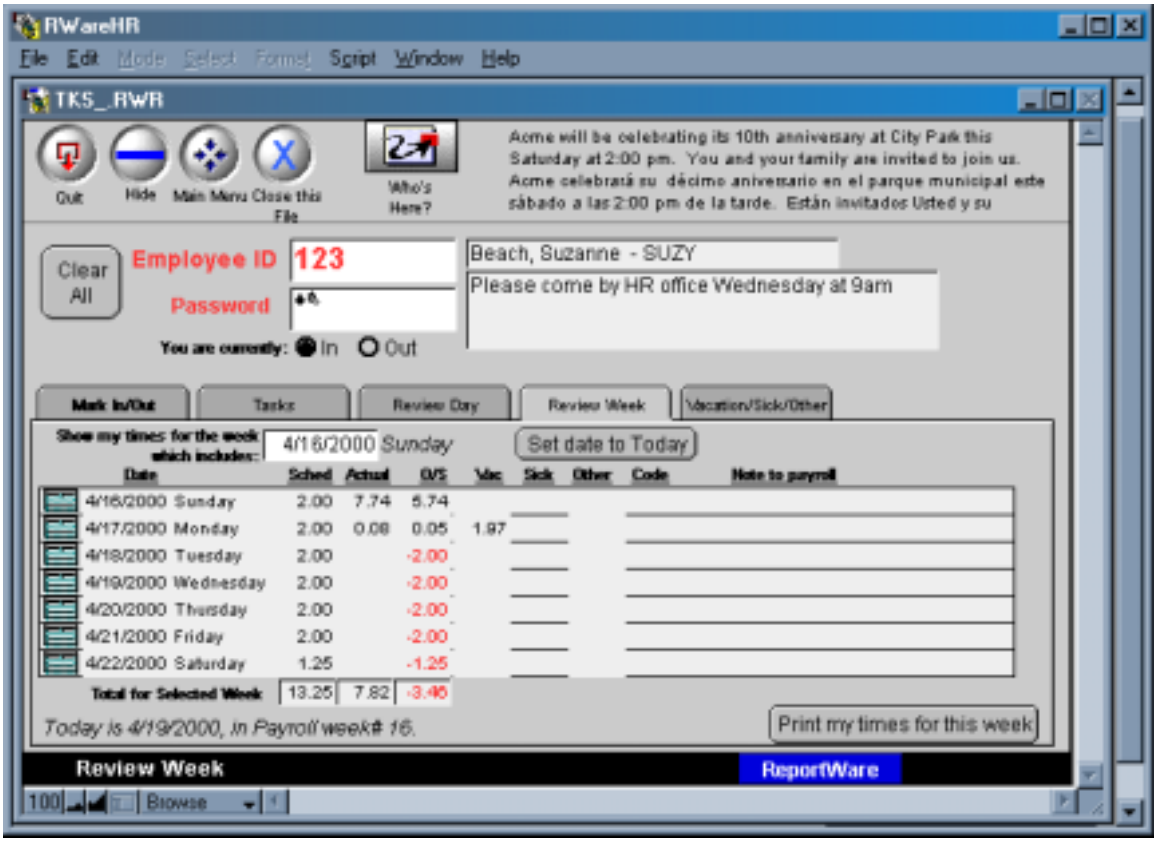

RWareHR
File Edit Mode Select Format Script Window Help
TKS_RWR
Quit
Hide
Main Menu
Close this File
Who's Here?
Acme will be celebrating its 10th anniversary at City Park this Saturday at 2:00 pm. You and your family are invited to join us.
Acme celebrará su décimo aniversario en el parque municipal este sábado a las 2:00 pm de la tarde. Están invitados Usted y su
Clear All
Employee ID
123
Password
Beach, Suzanne - SUZY
Please come by HR office Wednesday at 9am
You are currently: In Out
Mark In/Out
Tasks
Review Day
Review Week
Vacation/Sick/Other
Show my times for (date):
4/16/2000
Sunday
Set date to Today
Date Time in Time out Hours Req In Req Out Req Reason PunchComment
4/16/2000 10:00 AM 2:00 PM 4.00 9:00 AM Came in earlier In/Out to Lunch
4/16/2000 4:00 PM 7:44 PM 3.74 /Out
Total for Selected Date
7.74
Review Day
ReportWare
100
Browse

Employee Time Entry – Review Day Screen

On this screen, you will see details of every transaction for the specified date. You may type in any past date to see details for it. If you notice any errors, you may note them here. In the example above, you see that Suzy keeps funny hours. She came in at 10:00 AM, then left for lunch at 2:00 PM. She came back at 4:00 PM and left at 4:43 PM. She typed in "9:00 AM" in the "Req In" box for the first line and left a note in "Req Reason" that she came in earlier than she clocked in. Her supervisor will adjust her time accordingly. After adjustments are made, they will be reflected in the "Time in" or "Time out" columns. Please check regularly to ensure that all your times worked are accurate.

Enter Employee Time - Review Week Screen:

To review your work week click on the "Review Week" tab to see your times for every day of the week:


RWareHR
File Edit Mode Select Format Script Window Help
TKS_RWR
Quit
Hide
Main Menu
Close this File
Who's Here?
Acme will be celebrating its 10th anniversary at City Park this Saturday at 2:00 pm. You and your family are invited to join us.
Acme celebrará su décimo aniversario en el parque municipal este sábado a las 2:00 pm de la tarde. Están invitados Usted y su
Clear All
Employee ID
123
Password
Beach, Suzanne - SUZY
Please come by HR office Wednesday at 9am
You are currently: In Out
Mark In/Out
Tasks
Review Day
Review Week
Vacation/Sick/Other
Show my times for the week which includes:
4/16/2000 Sunday
Set date to Today
Date Sched Actual O/S Vac Sick Other Code Note to payroll
4/16/2000 Sunday 2.00 7.74 5.74
4/17/2000 Monday 2.00 0.08 0.05 1.97
4/18/2000 Tuesday 2.00 -2.00
4/19/2000 Wednesday 2.00 -2.00
4/20/2000 Thursday 2.00 -2.00
4/21/2000 Friday 2.00 -2.00
4/22/2000 Saturday 1.25 -1.25
Total for Selected Week 13.25 7.82 -3.46
Today is 4/19/2000, in Payroll week# 16.
Print my times for this week
Review Week
ReportWare
100
Browse

Employee Time Entry – Review Week Screen

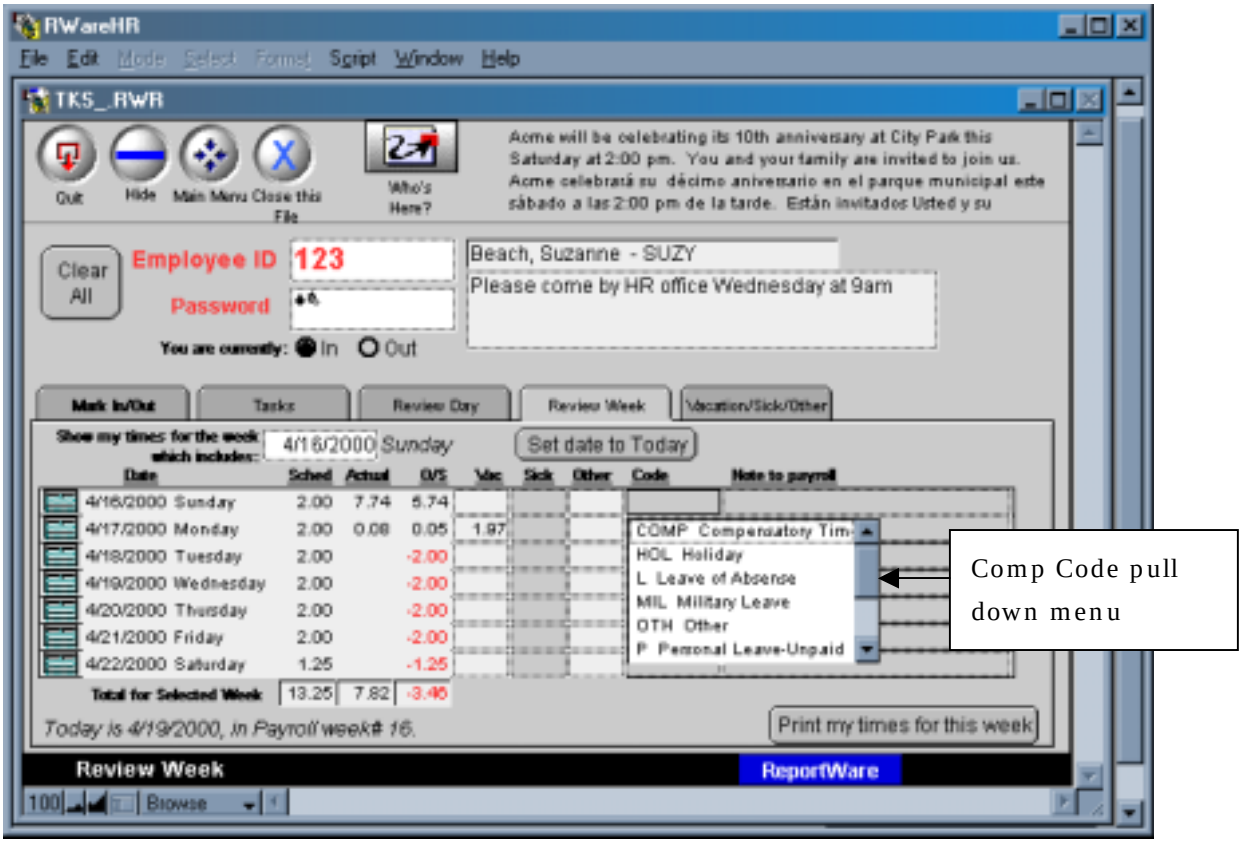
If you happen to be the first person in your office to check times for a new week, there will be a prompt asking you to set up files for that week. Telling the system to proceed will cause it to set up files for that week for everyone in your office, so it may take a couple of minutes.

In the example above, Suzy has a very strange schedule. She was scheduled to work two hours every day except Saturday, when she was scheduled to work 1.25 hours. Unhappy with her schedule, she didn't work it. She worked 7.74 hours on Sunday and about 8 minutes on Monday. She then put in requests to use 1.97 hours of vacation on Monday.

Employee Time Entry

To request Sick time, you enter the time requested in the Sick column. You may enter a note to Payroll explaining the request if you wish.

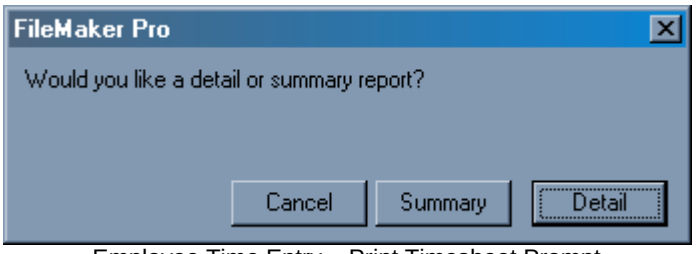
To request Comp time or LOA time, you enter the time requested in the Other column and then select the desired code from the pull down box located under the Code column. You may enter a note to Payroll explaining the request if you wish.



Employee Time Entry – Review Week Screen (Comp Code Pull Down Menu)

Enter Employee Time - Print Employee Timesheet:

To print your timesheet for your own records or for your supervisor's signature, press the "Print my times for this week" button. You will be prompted as to whether you want detail, which shows all ins and outs, or a summary, which just shows totals for each day.



Employee Time Entry – Print Timesheet Prompt

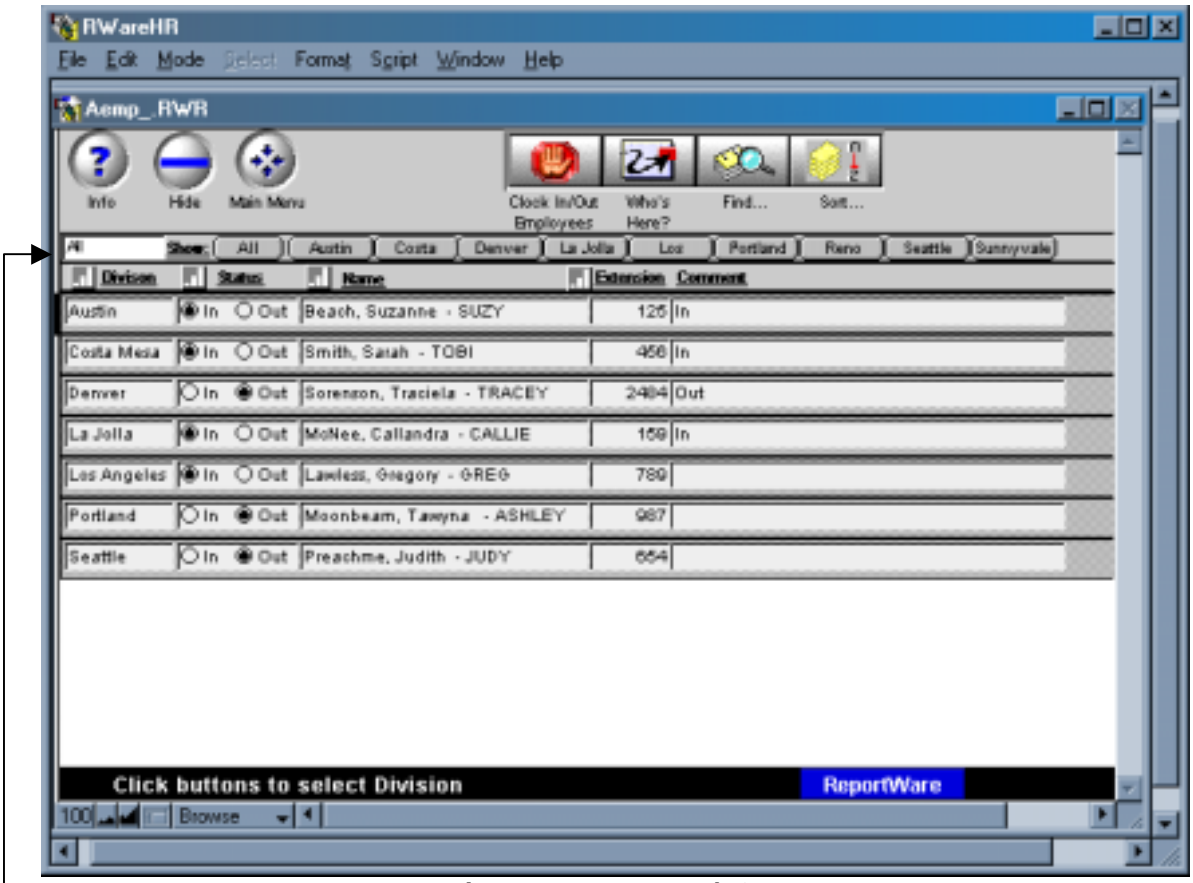
Select the level of detail that you wish by clicking on the box. You will see a copy of the report on your screen. Press the continue button and a print dialog box will be displayed.

Print Dialog Box

Verify the name of your printer and press OK. The timesheet will print on your printer.

Enter Employee Time – Who's Here:

At the top of each screen, you may notice a button with a caption of "Who's Here". Click on this to see the in/out status of your co-workers.



Employee Time Entry – Who's Here

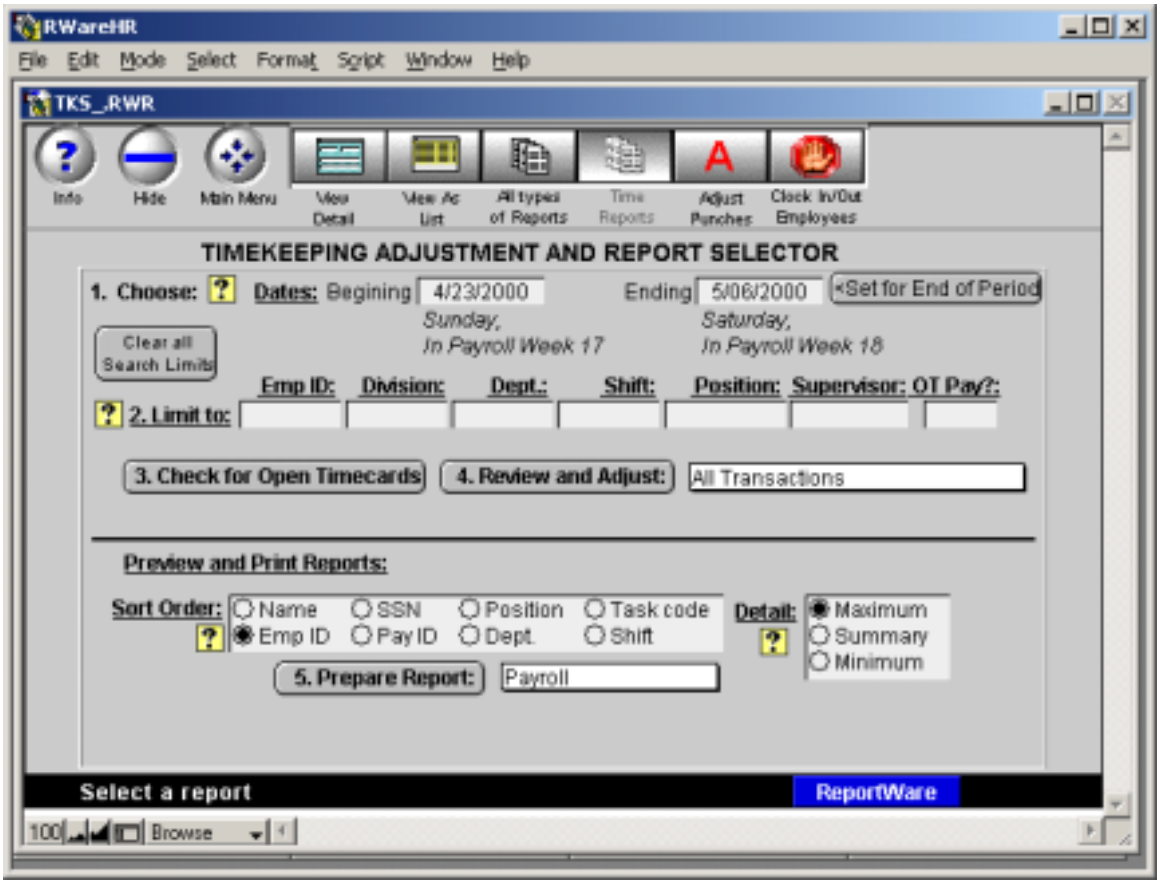
In the example above, you see all current employees from all offices. You can see that it's all offices by noting the word "All" in the box above the division column. If you want to see who is in at a particular office, click on the oval button at the top to display information for that division. You may also use the Find button to search for a particular person. You sort each column by clicking on the gray graph symbol at the top of the column. Each person's nickname is displayed in caps, since the person whose proper name is "Elgobert Wycyzinski" may be better known to everyone as "Red". To go back to your own time screen, click on the "Clock in/out Employees" button or click on the "Hide" button.

ReportWare supports Biometric Hand Readers, Mag Card swipes and other timekeeping device interfaces, as well as direct keyboard entry.

Chapter 7 SUPERVISOR - ADJUST TIME

Supervisor Review and Approve Time:

Employee time must be reviewed by a supervisor with the proper authority before the payroll is processed by Payroll. This is accomplished by selecting the Employee Times button from the Main Menu. The following screen appears:

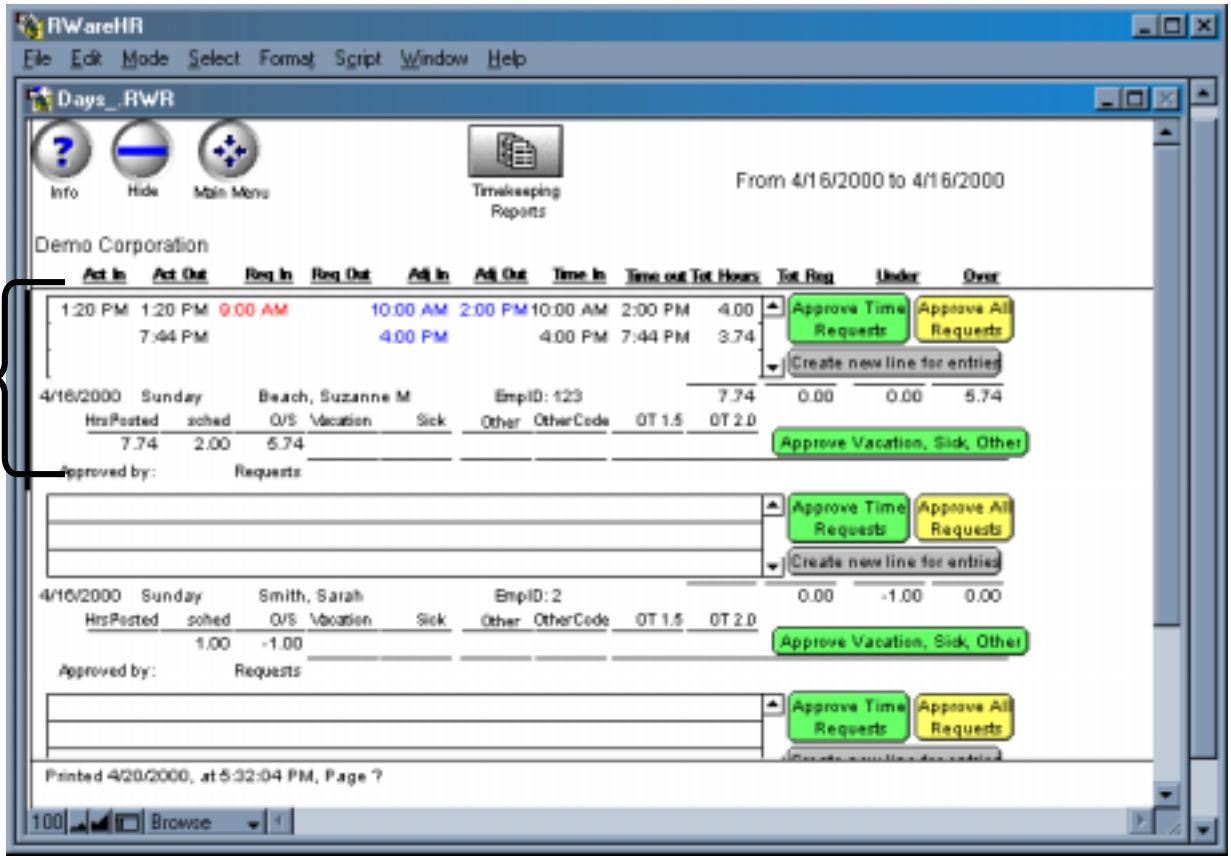


Employee Time – Supervisor Review and Approve

The first thing you should do is check for Open Timecards by clicking on the box with that name. All open clock ins for your employees will be displayed. Enter the adjusted time that you know that they should have clocked out to close these timecards.

The next step is to review and approve the time for your employees. Enter a beginning and ending date for the dates you want to review and click on the button labeled Review All My Employees' Times. If you prefer to only review requests for changes, you may

click on the Review Time Requests or the Review Vac. And Sick Requests from the popup menu.


RWareHR
File Edit Mode Select Format Script Window Help
Days_.RWR
Info
Hide
Main Menu
Timekeeping Reports
From 4/16/2000 to 4/16/2000
Demo Corporation
Act In Act Out Req In Req Out Adj In Adj Out Time In Time out Tot Hours: Tot Reg Under Over
1:20 PM 1:20 PM 9:00 AM 10:00 AM 2:00 PM 10:00 AM 2:00 PM 4.00
7:44 PM 4:00 PM 4:00 PM 7:44 PM 3.74
Approve Time Requests
Approve All Requests
Create new line for entries
4/16/2000 Sunday Beach, Suzanne M EmpID: 123 7.74 0.00 0.00 5.74
Hrs Posted sched O/S Vacation Sick Other OtherCode OT 1.5 OT 2.0
7.74 2.00 5.74
Approve Vacation, Sick, Other
Approved by: Requests
4/16/2000 Sunday Smith, Sarah EmpID: 2 0.00 -1.00 0.00
Hrs Posted sched O/S Vacation Sick Other OtherCode OT 1.5 OT 2.0
1.00 -1.00
Approved by: Requests
Printed 4/20/2000, at 5:32:04 PM, Page 7
Browse

The box at the top of the screen is the first day for the first employee selected.

All of the lines contained within the "{" belong to the same employee for a single day. For control purposes, the actual clock in and clock out records may not be changed, but the time reflected may be adjusted by the supervisor or by the Payroll Department. Only your employees will appear on your screen, unless you are with the Payroll Department, in which case, all employees will appear.

The screen displays the following fields:

Act In: The actual clock in time for the employee.

Act Out: The actual clock out time for the employee.

Req In: The requested clock in time for the employee. This is the time that the employee requested that the clock in time be changed to.

Req Out: The requested clock out time for the employee. This is the time that the employee requested that the clock out time be changed to.

Adj In: The adjusted in time for the employee. This time can come from approving the requested time that the employee entered or by typing in your own adjusted time. This is the time that will become the actual Time In.

Adj Out: The adjusted out time for the employee This time can come from approving the requested time that the employee entered or by typing in your own adjusted time. This is the time that will become the actual Time Out.

Time In: The actual time in for the employee as used by Payroll.

Time Out: The actual time out for the employee as used by Payroll.

Tot Hrs: The total hours for the day from the Time In and Time Out.

Under and Over: These columns are used to show the over and under hours from the scheduled hours to be worked on this day.

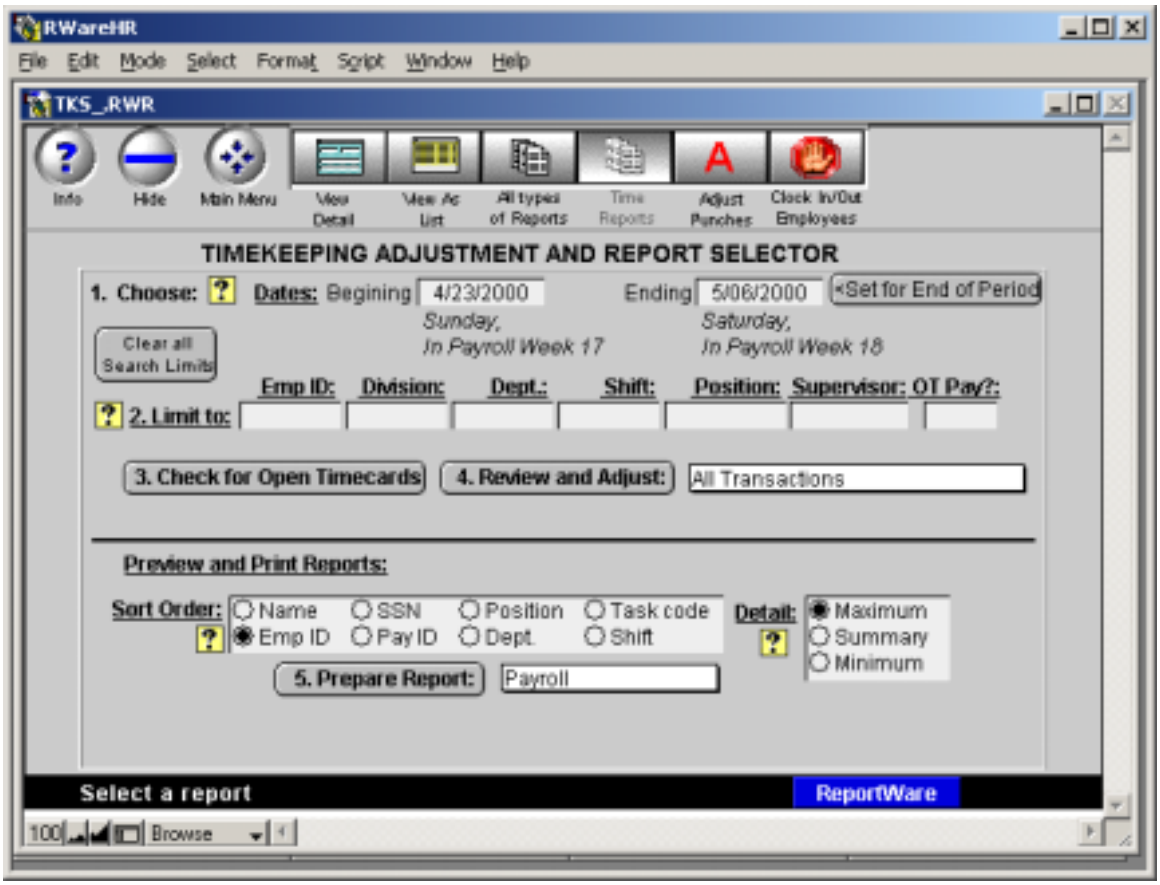
When you have reviewed the employee's request, press one of the buttons indicated below. You only need to press the approval button if a request for a time change was made.

Approve Time Requests:	This button approves the regular and overtime hours for the employee, but not the sick, vacation, or other hours.
Approve All Requests:	This button approves the regular, overtime, sick, vacation, and other hours for the employee.
Approve Vacation, Sick, Other	This button approves only the vacation, sick and other hours for the employee, but not the regular or overtime hours.
Create new lines for entries	This button creates a new line below the clock in and clock out records so you can add additional clock in or clock out records.

When you have reviewed and approved each request for every employee, return to the Timekeeping Menu by pressing the button labeled Timekeeping Reports.

Chapter 8 REPORTING:

All reports are available on the same screen from which you approved your time.



The first step in running any report is to fill in the data labeled “Limit to”. This will restrict your report to only the employees, division, department, shift, position, or supervisor that you indicate. OT Pay? determines whether employees earning overtime should be included in the report or not.

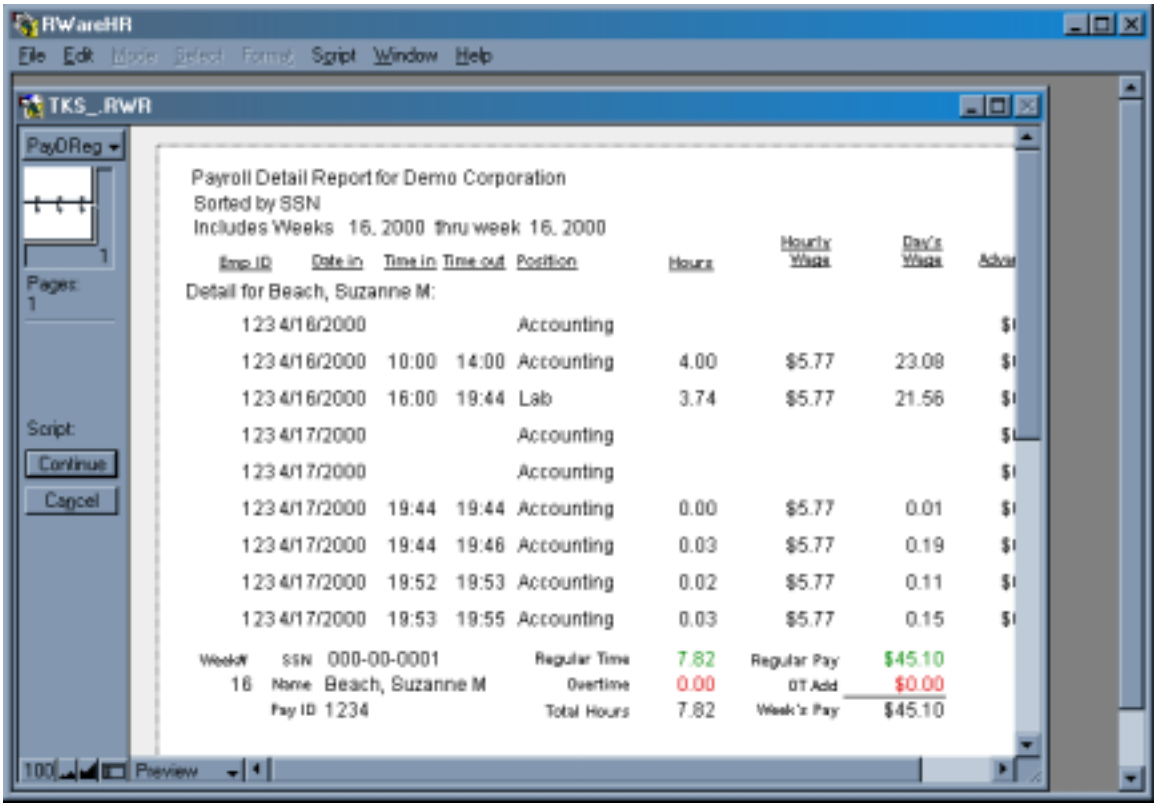
The next step is to select the sort order. This is the sequence in which the report will print.

The third step is to determine how much information you wish to see on your report. Maximum shows the greatest amount of detail. For instance, a maximum level of detail on a Timekeeping report would likely show every clock in and clock out record.

Summary shows only the summary of the detail. For instance, a summary level of detail on a Timekeeping report would likely show the total number of hours worked in the week.
Minimum shows the least amount of detail. For instance, a minimum level of detail on a Timekeeping report would likely show only the employee's id and the total hours she worked.
It is often best to try each report with each selection to see which selection works best for your report.

The final step is to select the report that you wish to print. You select the report by clicking on the box labeled Report Type. This will bring up a pull down menu with a list of all of the Timekeeping Reports in the system. Click on the report that you wish to run. A check mark will appear next to the report.

Press the button labeled Prepare Report. The following screen will appear with a display of the report to be printed. If this is the report you wished to run, press Continue. If this is not the correct report (or if you only wish to view the information), press Cancel and you will be returned to the Timekeeping Menu.


RWareHR
File Edit Script Window Help
TKS_.RWR
PayOReg
Pages: 1
Script:
Continue
Cancel
Payroll Detail Report for Demo Corporation
Sorted by SSN
Includes Weeks 16, 2000 thru week 16, 2000
Emp ID | Date in | Time in | Time out | Position | Hours | Hourly Wage | Day's Wage
Detail for Beach, Suzanne M:
1234/16/2000 Accounting
1234/16/2000 10:00 14:00 Accounting 4.00 $5.77 23.08
1234/16/2000 16:00 19:44 Lab 3.74 $5.77 21.56
1234/17/2000 Accounting
1234/17/2000 Accounting
1234/17/2000 19:44 19:44 Accounting 0.00 $5.77 0.01
1234/17/2000 19:44 19:46 Accounting 0.03 $5.77 0.19
1234/17/2000 19:52 19:53 Accounting 0.02 $5.77 0.11
1234/17/2000 19:53 19:55 Accounting 0.03 $5.77 0.15
Week# 16
SSN 000-00-0001
Name Beach, Suzanne M
Pay ID 1234
Regular Time 7.82
Overtime 0.00
Total Hours 7.82
Regular Pay $45.10
OT Add $0.00
Week's Pay $45.10
Preview

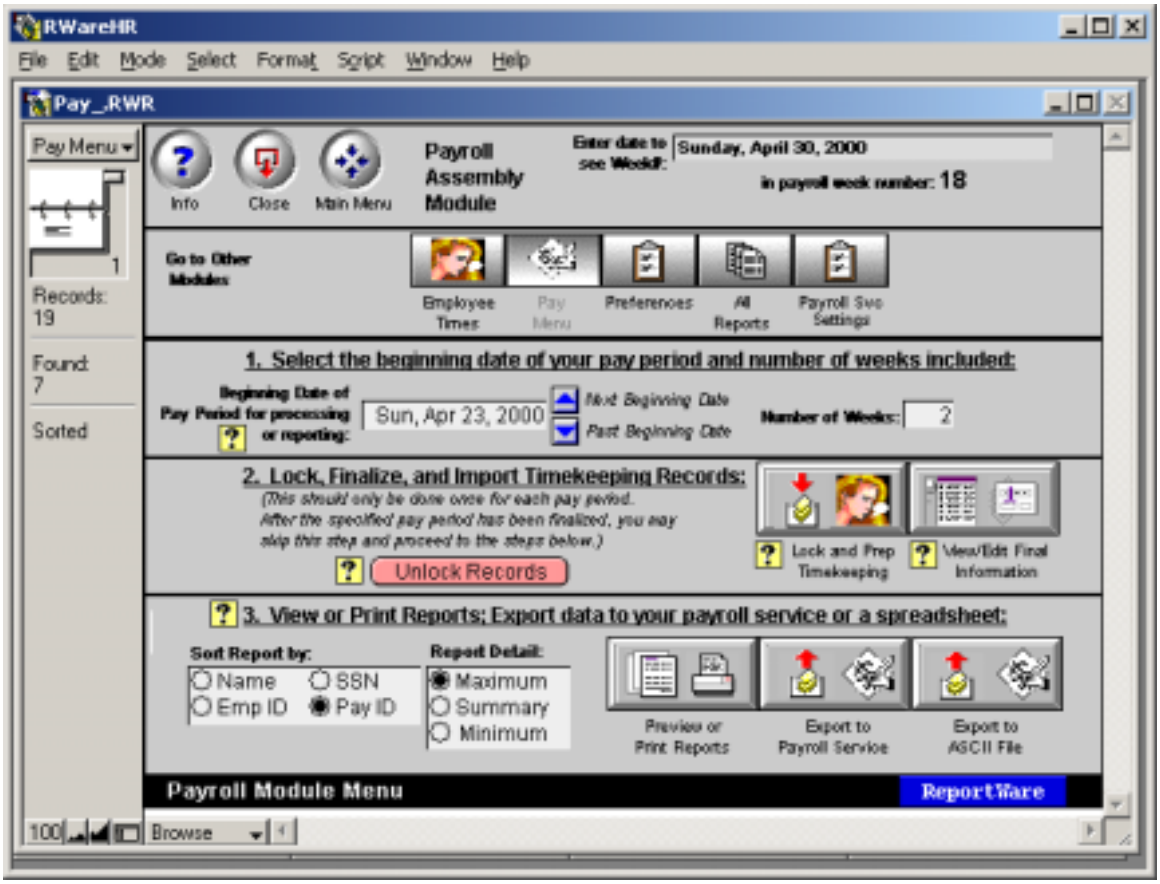
When you press Continue, you will be presented with a Printer Dialog box.

Printer Dialog Box

Verify the printer that you wish to print to and press OK. The report will be printed on your printer. You may also press cancel if you just want to view the report on screen and don't want a printed copy.

Chapter 9 TO RUN PAYROLL

To run the Payroll module, select the Pay Menu icon from the Main Menu.

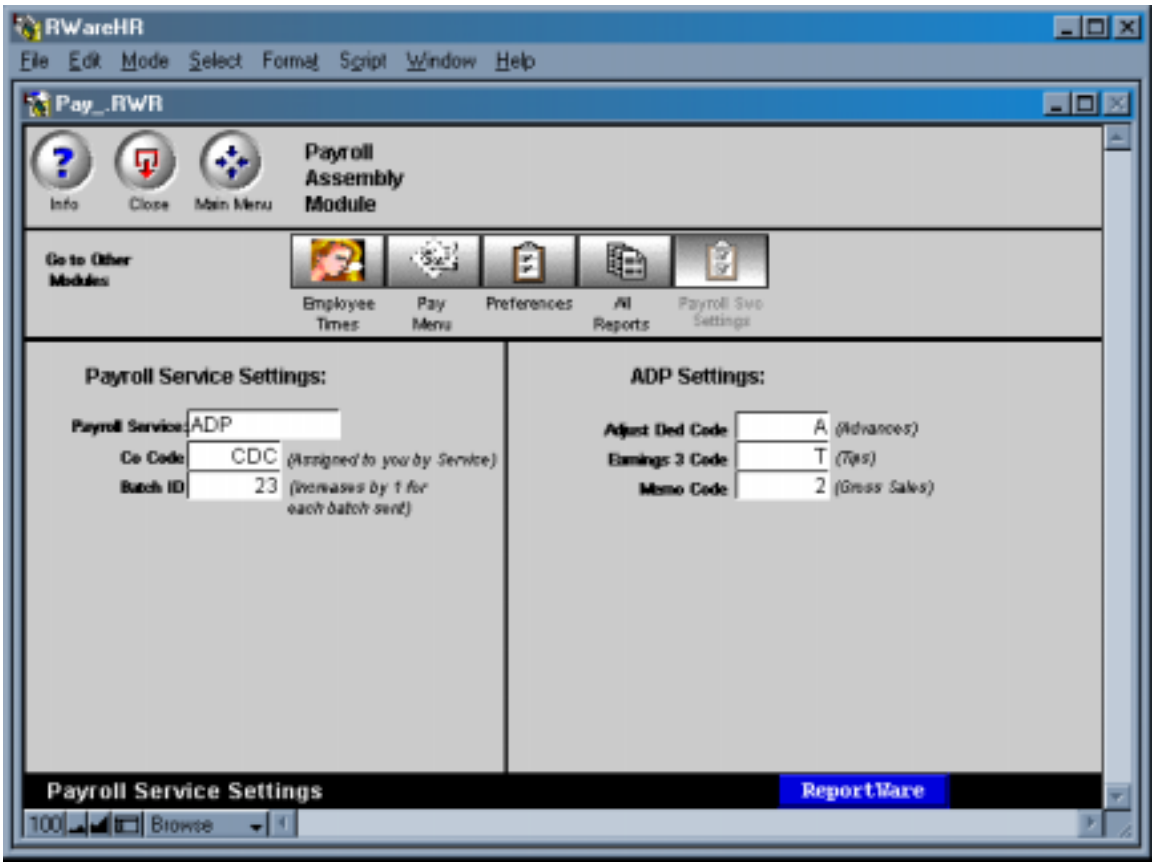


Payroll Assembly Module Menu

Initial Payroll Setup:

Prior to first exporting to ADP or Paychex, you should click on the "Payroll Svc Settings" button in the Pay module to make sure your settings are correct. This will take you to the following screen (the exact screen will vary, depending on which payroll service you have selected):

To Run Payroll



Payroll Service Settings Menu

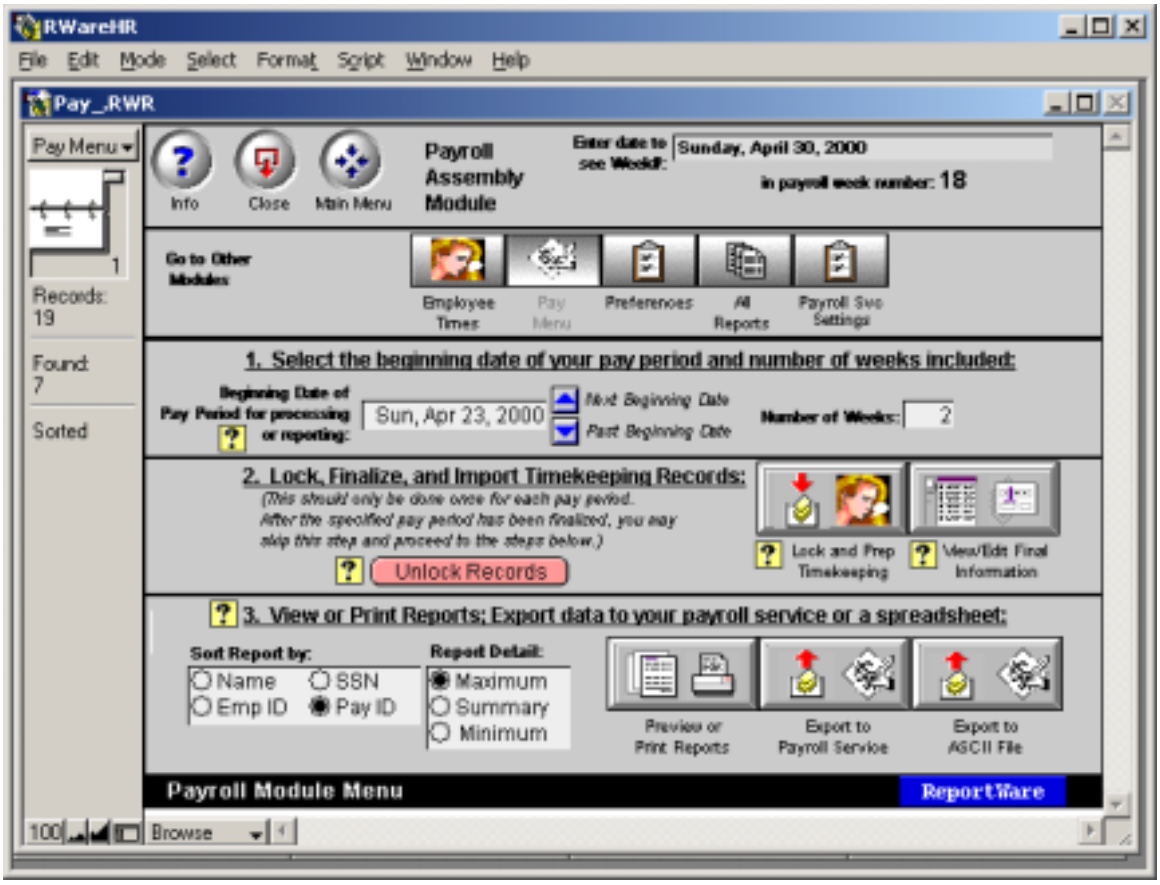
Click in the field beside Payroll Service to select the service you're using from the popup menu. Enter your company code (assigned you by your payroll service) and their batch ID.

If you are using ADP, enter the codes for the items in the right side of the screen. The codes will be provided by ADP.

Once you have completed this screen, press the button labeled "Pay Menu" to return to the Payroll Assembly Menu.

To Run the Payroll Module:

This is the menu used to run Payroll.



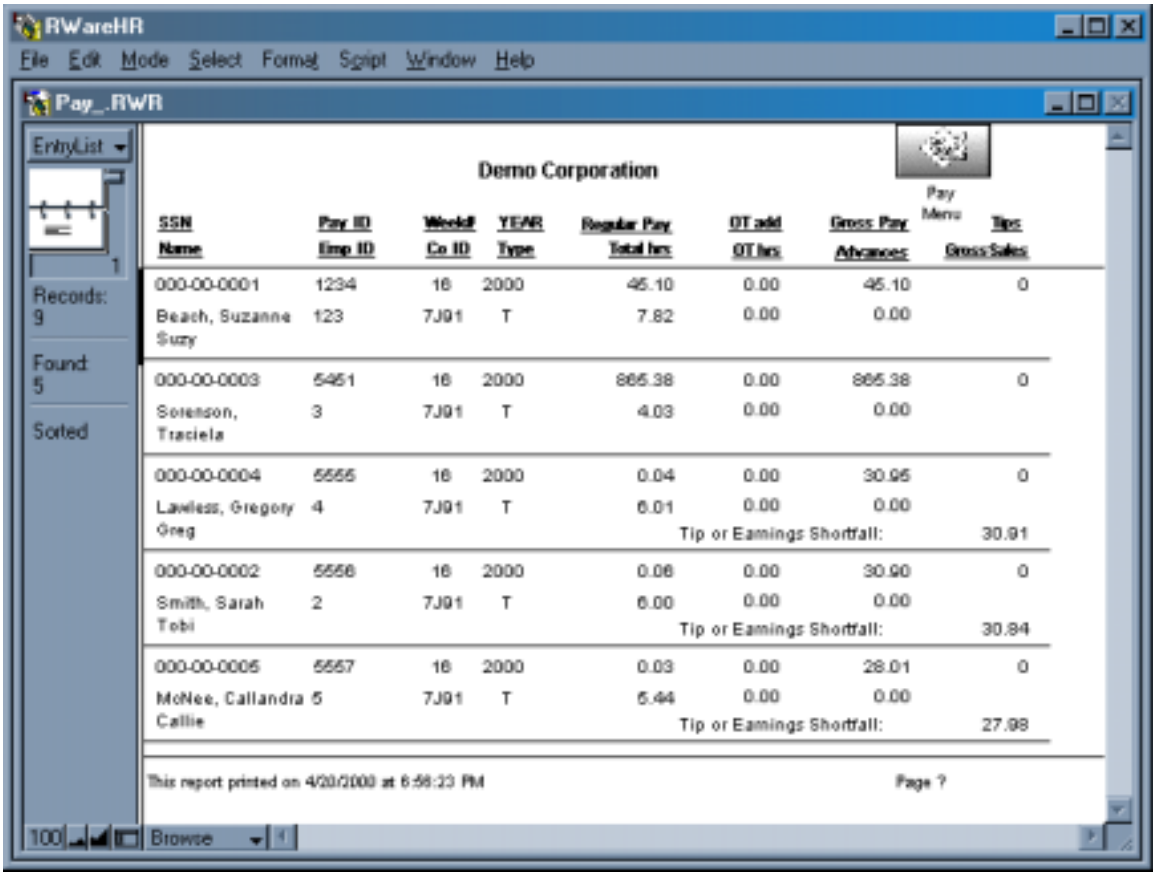
Payroll Menu

You may review the employee times by pressing the Employee Times button. This function should have been performed by the employees' supervisors.

Next, you want to finalize and import your timekeeping data for your payroll weeks. You should know the starting date (usually on a Sunday) of the data you wish to process for payroll and be sure it's entered in the date box. After you have set the first payroll beginning date, you may "roll" to the next one by pressing the up triangle button and go to past periods by pressing the down triangle button. The number of weeks for which reports will be prepared and start dates will roll is set in the "Number of Weeks" box. This is drawn from Preferences, but may be set to another number temporarily.

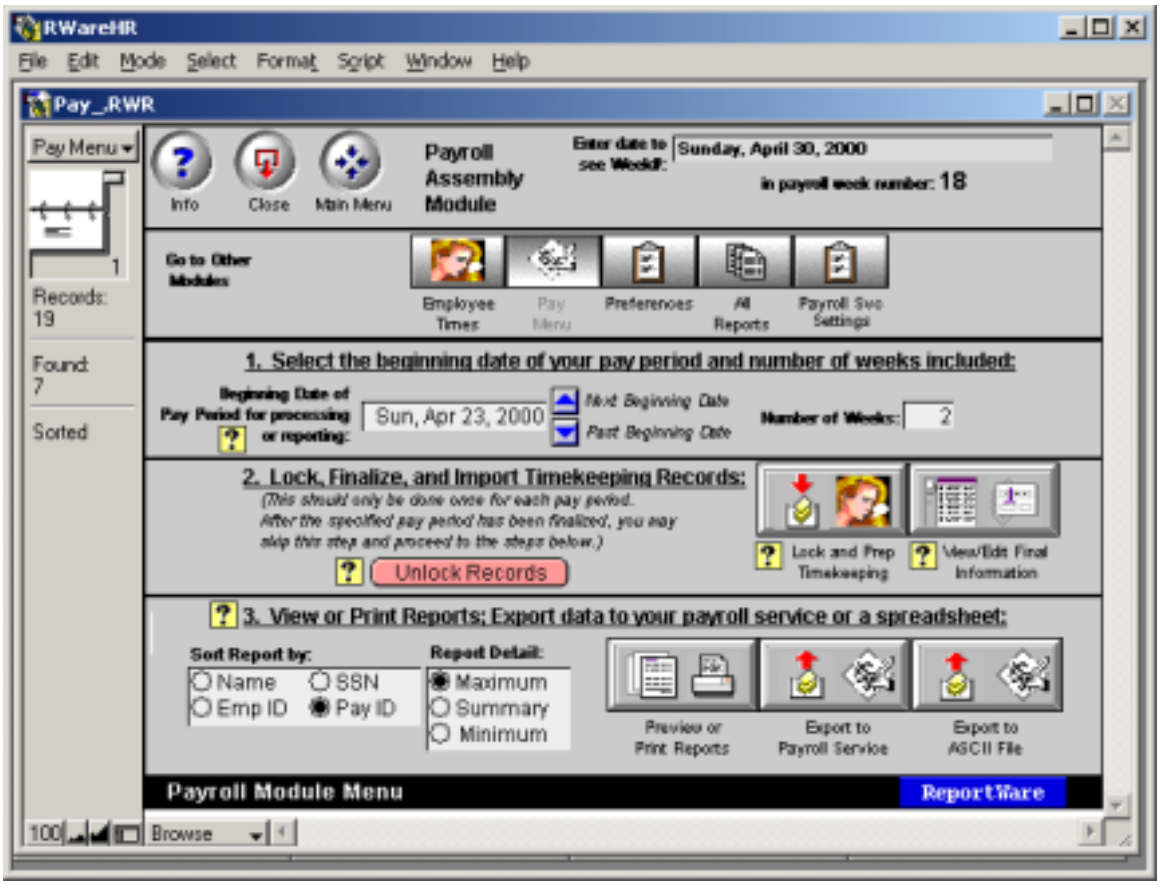
To Run Payroll

To view the existing Import file before you import this week's timekeeping data, press the View/Edit Information button.


RWareHR
File Edit Mode Select Format Script Window Help
Pay_.RWR
EntryList
Records: 9
Found: 5
Sorted
Demo Corporation
Pay Menu
SSN / Name
Pay ID / Emp ID
Week# / Co ID
YEAR / Type
Regular Pay / Total hrs
OT add / OT hrs
Gross Pay / Advances
Tips / Gross Sales
000-00-0001 1234 16 2000 45.10 0.00 45.10 0
Beach, Suzanne Suzy 123 7J91 T 7.82 0.00 0.00
000-00-0003 5451 16 2000 865.38 0.00 865.38 0
Sorenson, Traciela 3 7J91 T 4.03 0.00 0.00
000-00-0004 5555 16 2000 0.04 0.00 30.95 0
Lawless, Gregory Greg 4 7J91 T 6.01 0.00 0.00
Tip or Earnings Shortfall: 30.91
000-00-0002 5556 16 2000 0.06 0.00 30.90 0
Smith, Sarah Tobi 2 7J91 T 6.00 0.00 0.00
Tip or Earnings Shortfall: 30.84
000-00-0005 5557 16 2000 0.03 0.00 28.01 0
McNee, Callandra Callie 5 7J91 T 5.44 0.00 0.00
Tip or Earnings Shortfall: 27.98
This report printed on 4/20/2000 at 6:56:33 PM
Page ?
100
Browse

View/Edit Import Information

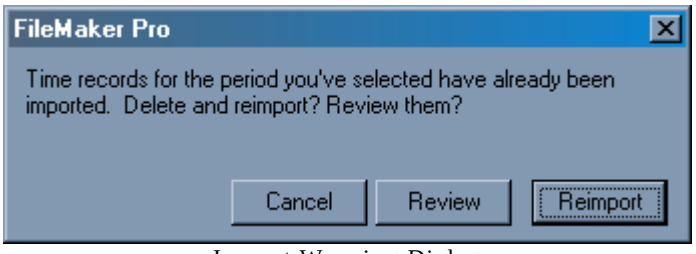
To return to the Payroll Assembly Module screen, press the button labeled Pay Menu.



Payroll Assembly Menu

After setting your start date, click the Lock and Prep Timekeeping button. The software will assemble the chosen information, lock it to prevent any changes, and import it into the file PAY.RWR.

CAUTION: Do not import the same information twice. If you import the same date again, you will be given the following warning.


FileMaker Pro
Time records for the period you've selected have already been imported. Delete and reimport? Review them?
Cancel
Review
Reimport

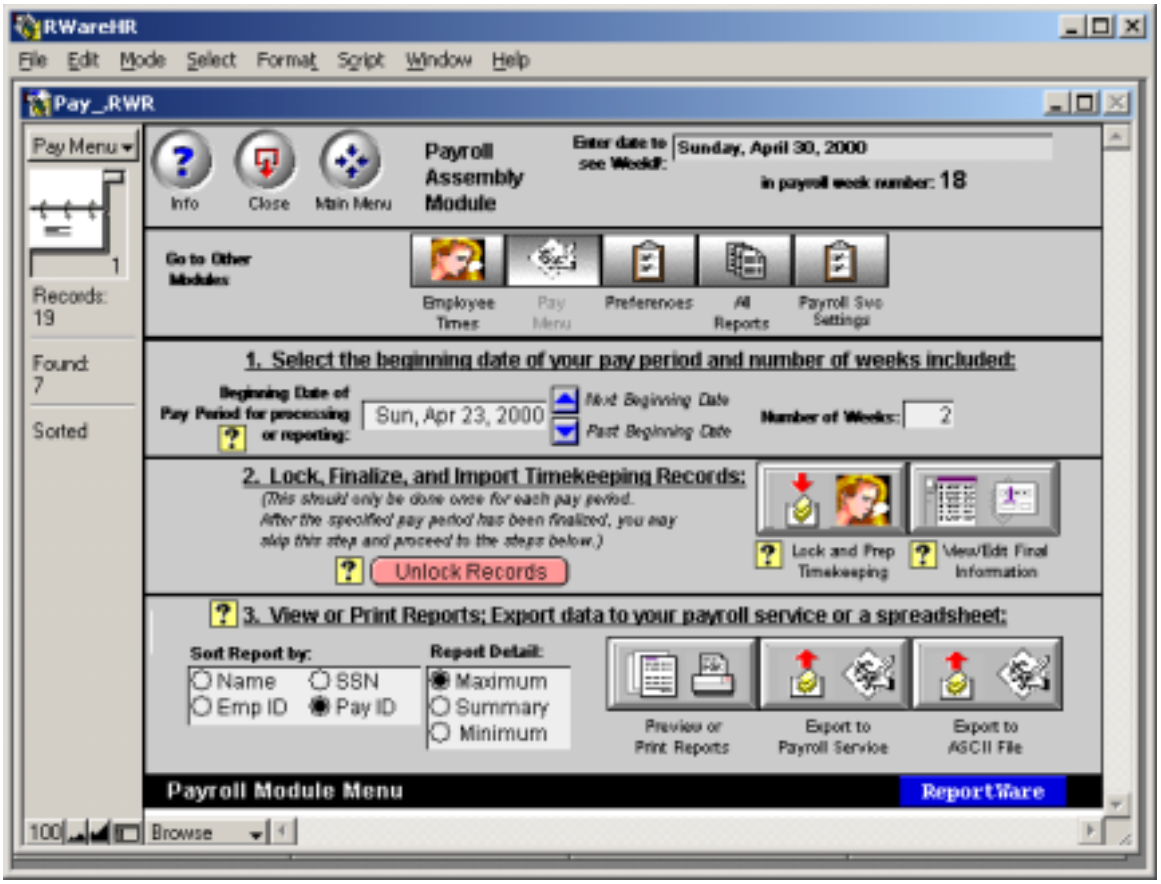
Import Warning Dialog

If you have made any changes in the underlying timekeeping data and need to update

these changes into the Pay module, press Reimport. If you wish to use the previously imported data, press Cancel. If you wish to stop the import and review the data that is already there, press Review.

After you have finalized and imported your timekeeping records, you are ready to create a payroll report to review your payroll data.

To print the payroll report, and to export your payroll data to your outside payroll service, you will use the bottom half of the Payroll Assembly Module screen.



Payroll Assembly Module Screen

To print or review the payroll report, verify the starting date for the pay period and number of weeks.

Next, select the sort order. This is the sequence in which the report will print.

The third step is to determine how much information you wish to see on your report.

Maximum: shows the greatest amount of detail. For instance, a maximum level of detail on a Timekeeping report would likely show every clock in and clock out record.
Summary: shows only the summary of the detail. For instance, a summary level of detail on a Timekeeping report would likely show the total number of hours worked in the week.
Minimum: shows the least amount of detail. For instance, a minimum level of detail on a Timekeeping report would likely show only the employee's id and the total hours she worked.

It is often best to try each report with each selection to see which selection works best for you.

The final step is to press the Preview or Print Reports button.

Review the report that is presented on your screen. If this is the report you expected, click continue to print the report. You will receive the following print dialog box.

Print Dialog Box

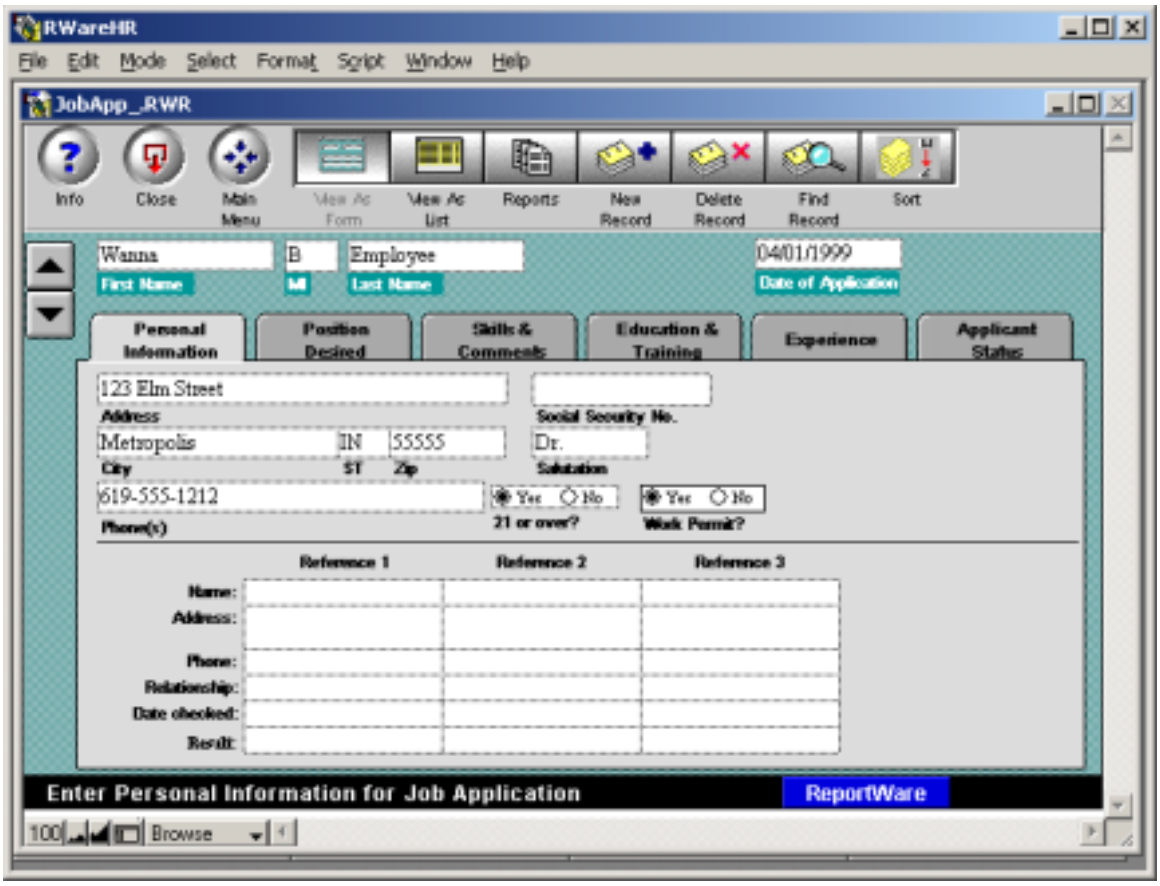
Verify that the report is printing to the correct printer and press OK. Your report will print.

When you are ready to export your data to your outside service provider, select the button labeled "Export to Payroll Service". The data will be exported to the payroll service that was setup originally in the Preferences Initial Setup under the Payroll button.

Chapter 10 JOB APPLICATIONS MODULE

The Job Applications Module (JobApp.RWR) helps users track job applicants. Five input screens are provided, using a file tab interface.

To access this function, select the Job Applications icon from the Main Menu.



Simply fill in the information in each screen, clicking on the tabs to change screens. A blank form job application can be printed from the reports menu, as well as a list of applicants.

To best use this module, be sure to fill in the Job Category and Suitability fields on the "Position Desired" screen. To pick out applicants for a report, you might click on the Find button at the top of the screen, then select limiting criteria, such as "waitress" in Job Category and Suitability of ">7" with a date after (>) a date a month ago. Then hit the sort button to arrange these by date or whatever you please. Hit the report or list

buttons to see who to call.

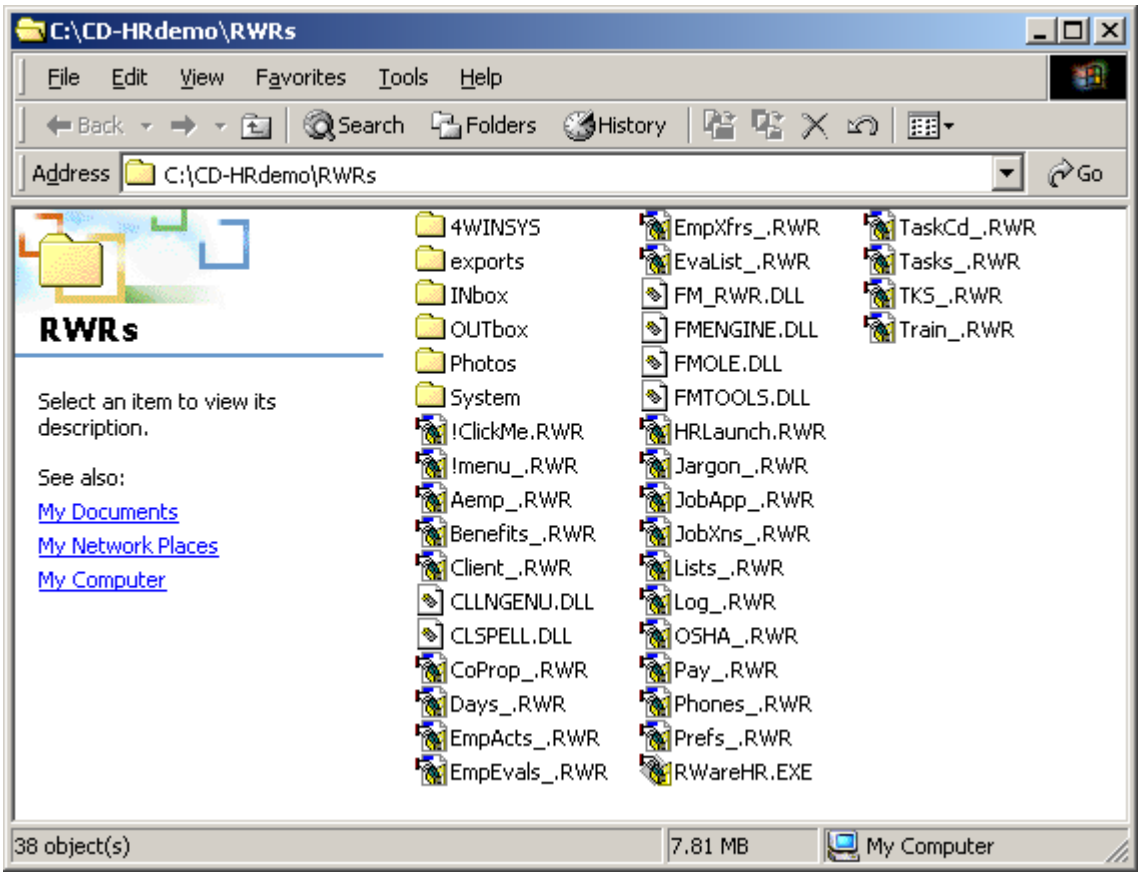
Chapter 11 UTILITY FUNCTIONS

Using the Synchronize Files Function

ReportWare provides a function to facilitate synchronizing new records for our users who have offices which are remote from the location where administration takes place and do not share a network or those users who have multiple locations. If all your computing with ReportWare takes place on the same local area network or WAN, you do not need this function and may disregard these instructions.

Remote location setups vary. A typical arrangement might be a number of branch offices where timekeeping records are entered and a central office where this information is collected and assembled for payroll. For convenience, these are called "Central" and "Branch" in the text below. "Branch" may refer to as many remote offices as you have. Timekeeping entry and adjustment approval is done at each branch. It may also be done at the central office for the employees there. To ensure uniformity and complete paperwork and adherence to company policies, all new hire data is processed at Central. While each branch office sets up its own employee records, those are not transferred to Central, lest poor changes made at Branch overwrite changes made at Central. Both Central and Branch must have complete employee files to function. To make this process easier, you may use our Synchronization function as follows:

Your ReportWare operating subdirectory should look something like this:

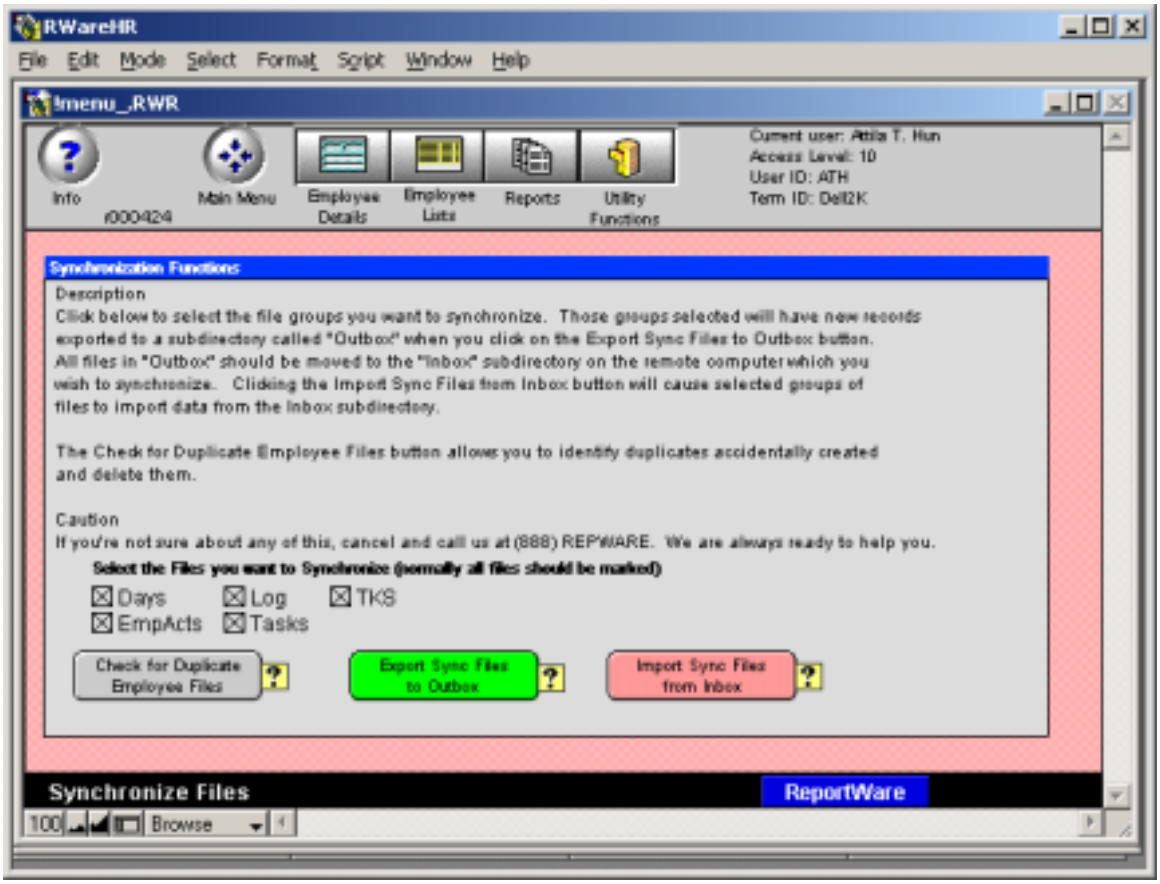


(This is a screen shot from Windows 2000 using List and show extensions and hidden files; your view may vary according to what you've set in Windows, but all the files above should be present. Your path, as displayed in the address box, will normally be C:\RWEmps)

Notice that there are some subdirectories called "INbox" and "OUTbox". These are used for remote file synchronization functions. If these do not exist on each server computer, you should create them. Be sure they're located in ReportWare's working subdirectory and named exactly as above.

Suppose that both Central and Branch each enter timekeeping records create records for new hires. The Central staff edits and corrects time records which come up from the Branch. Central redundantly creates new hire employee records, in order to maintain control of data entry and file consistency. Central will want to get all the new time files created at the remote location, but not bring in any records it already has, as bringing them in might overwrite existing records and destroy corrections made. Here's how to accomplish that:

1. Access the Branch computer using PCAnywhere, Timbuktu or similar remote access software. Launch ReportWare at the Branch. Click on the Utility Functions Button from the Main Menu, then click on the "Synchronize Files with Remote Computer" Button on the Utilities Menu. You will see a screen like this:


RWareHR
File Edit Mode Select Format Script Window Help
!menu_.RWR
Info
r000424
Main Menu
Employee Details
Employee Lists
Reports
Utility Functions
Current user: Attila T. Hun
Access Level: 10
User ID: ATH
Term ID: Dell2K
Synchronization Functions
Description
Click below to select the file groups you want to synchronize. Those groups selected will have new records exported to a subdirectory called "Outbox" when you click on the Export Sync Files to Outbox button.
All files in "Outbox" should be moved to the "Inbox" subdirectory on the remote computer which you wish to synchronize. Clicking the Import Sync Files from Inbox button will cause selected groups of files to import data from the Inbox subdirectory.
The Check for Duplicate Employee Files button allows you to identify duplicates accidentally created and delete them.
Caution
If you're not sure about any of this, cancel and call us at (888) REPWARE. We are always ready to help you.
Select the Files you want to Synchronize (normally all files should be marked)
Days
Log
TKS
EmpActs
Tasks
Check for Duplicate Employee Files
Export Sync Files to Outbox
Import Sync Files from Inbox
Synchronize Files
ReportWare
100
Browse

Click to put a checkmark in all boxes. Click on the "Export Sync Files to Outbox" Button. This will identify new records which have not been previously synchronized and generate small text files containing their data. These files will be created in the OUTbox subdirectory on the remote computer.

2. Exit ReportWare. Use the file transfer function in your remote access software to "Cut" all the contents of the remote location's OUTbox subdirectory and paste them into the INbox subdirectory on your computer. If you for some reason cannot use remote control and dial up access, these files will fit on a diskette and may be mailed.

3. Exit the remote access session and go to the above menu on your computer. Put check marks in all the boxes for which you have brought in Sync files from the remote location. Click on the "Import Sync Files from Inbox" Button. This will bring in the new files and display them for you.

All done!

How does it work? Each of the File groups shown in the dialog box has a date field called "DSync" which contains a synchronization date. When you export Sync records, the current date is filled in on each record which is copied for export. The Sync function looks for records that lack a Sync date, copies their information out to text files (without affecting the original file) and marks the DSync field. Each record imported has its DSync filled in, so it doesn't accidentally get sent back out. If you goof and lose your Sync files in transit or something, you may search for all files synchronized an a particular date and use the Replace function to remove the dates from the DSync field. These files will then get picked up in the next synchronization. Be careful doing this, however; misuse could result in duplicate records.

You may find fields with this function in timekeeping and other files, accessible through the View Details Button.

Before you use this function the first time, you should synchronize files in whatever manner you have previously used, then launch the function on each computer, marking all boxes for Export to Outbox. This will mark all existing records as having been synchronized. Next, delete the contents of the OUTbox subdirectory on each computer. Enter some new records. Now when you use the Synchronization function, you'll only pick up these new records.

Chapter 12 BACKUPS

You may use any utility to backup your data files. Note, however, that you must NOT backup files while they are in use. You must exit ReportWare to back up your live data files. ReportWare uses no secret or hidden files. Simply back up each of the modules (the ones followed by ".RWR") you have worked in since your last backup. It is not possible to make too many backups or protect your data too much. This is a very stable program, but there is no limit to the accidents that can happen. Payroll should be run and printed at least every other week. This gives you added security.

A simple backup utility is provided from Utilities Button from the Main Menu. Clicking on "Make a Copy of All Files" will cause ReportWare to make a copy of each file, with a filename preceded by "x", with a suffix of ".fp3", placed in the working subdirectory. This will not save you in event of a hard disk failure, but can save you from some operator errors. These files, once made, are not in use and may be backed up using normal techniques while the software is still running.

You can also make backups directly from the program, if you wish. Under the File Menu, choose "Save a Copy As...", then choose another subdirectory, remote server, diskette, or whatever. This must be done once in each module, and works fine, except that it's a little slow. Back up often!!!

Chapter 13

ADDITIONAL HELPFUL TIPS (For More Advanced Users):

Macintosh Users: Everything works the same, only easier. Wherever you see an instruction to use the Ctrl key with something, use the Apple (command or cloverleaf) key instead. Forget all the arcane DOS commands -- just copy or move files around using the Finder, like with any other program. All standard Macintosh conventions are followed.

All (PC and Macintosh) Users:
The **Main Menu** is presented when you first start ReportWare's Human Resources and Timekeeping Software. This Main Menu may be accessed from any of ReportWare's modules, at any time by typing Ctrl-2. This screen presents the basic user interface for both entering and extracting reports from data. Buttons provide access to companion ReportWare modules and should be used to "open" files. You may later switch between modules using provided buttons or the "Window" menu at the top of the screen. The pull down menu items across the top of the screen are standard ReportWare menus. Take a moment to pull down and examine the various menus.

The **File Menu** will allow you to exit the program, print paper copies, import and export data, and perform some backup tasks ("Save As..."). There is no "save" function, since all your work is saved automatically by the software.

The **Edit Menu** is useful for copying and pasting information from one area to another. Common Windows conventions, Ctrl-C for copy, Ctrl-X for cut, Ctrl-V for paste, etc. are supported. The Edit Menu also allows setting of Preferences for networked installations.

The **Mode Menu** lets you navigate among the three interfaces or modes unique to ReportWare. It is important that you note the distinctions among these three interfaces. **Browse** is the mode you must be in to enter or edit files. The Mode Menu also allows you to start new records and duplicate or delete existing records (use with caution). If you delete a record, or group of records, they are gone forever and cannot be recovered, except by reverting to a backup file you have made. For this reason, low level passwords do not allow deletion of records. **Find** brings up a copy of the screen you have been working in with blank areas. You then enter information to specify what you are looking for, then hit the Enter key (not the carriage return key; the enter key by

the number pad at the extreme right side of your keyboard) on your keyboard (or hit the Find Button with your mouse) to search for specified information. You may Cancel searches. **Preview** shows what your information will look like when it is printed. You often must be in Preview mode to see summary or subtotal information (anything that mixes two or more records and produces a result).

The **Mode Menu** also give access to the Sort command, which lets you arrange "found" sets of records in any order you please.

The **Select Menu** provides means of selecting and omitting records. Finding and Omitting records does no harm; it simply hides certain records so that you may look only at those of interest at the moment. Records that are hidden by a Find or Omit command will be displayed when using a Find All command (Ctrl-J) or different Find command.

The **Format Menu** allows for some alternate selection of Fonts. You will not often use this.

The **Script Menu** gives access to certain automated commands, some of which vary from one module to the next. The first three script items are: 1 Main Data (Ctrl-1) which takes you to the top menu in the module you are currently in; 2 Main Menu (Ctrl-2), which takes you to the Main Menu; and 3 Reports (Ctrl-3), which takes you to the Reports Menu.

The **Window Menu** gives you a shortcut to jump between open modules.

Note near the left top of the screen, there's a small box which bears the name of the layout you are currently viewing. You may select this by clicking on it with your mouse to go to the various layouts provided. You will seldom need this until you grow more familiar with the program, but it does provide an ever present way to get back to a familiar screen or jump to another view of the chosen record(s). Below this is what looks like an open notebook lying sideways. You may click on the open pages to go up or down through records one at a time. Just beneath the open notebook is some status information that will make more sense with your use of this software.

Various buttons and file folder tabs are provided to assist you in navigating through ReportWare. Click on these with your mouse to move to other layouts, other modules,

or produce other indicated results. Click around and see what happens. You won't break anything.

IMPORTANT NOTE: If you seem stuck in a screen and the buttons don't work, or information doesn't enter properly, you are likely out of the the Browse mode. You must return to this to work. Hold the Ctrl key down and hit "b". Type Ctrl-1 to jump out to the Top Menu. You can also get back to Browse through the pull-down Select Menu, or simply type Ctrl-B. Anytime you seem stuck, type Ctrl-B! You will never hurt anything by hitting Ctrl-B. You can then hit the buttons to get back to the Main Menu. Ctrl-2 takes you directly to the Main Menu.

Minor discrepancies:

You may occasionally note that sometimes numbers that should add exactly differ by a few pennies. Noticing this means that you have too much time on your hands. The reason for this is that this software calculates everything to 15 decimal places, then displays it in two. This rounding effect may cause things to look a tiny bit off when they're not. For example the number 10.154 will display in currency as "$10.15". If this sum is multiplied by four, the true answer is 40.616, which will display as "$40.62", seemingly two cents over. If an error greater than a few pennies appears, call for help immediately.

Shortcuts:

There are some quick keyboard shortcuts you can use once you're comfortable with the system:

Ctrl-1 (Ctrl & 1)	Jumps to Top Menu in module
Ctrl-2 (Ctrl & 2)	Jumps to Main Menu
Ctrl-3 (Ctrl & 3)	Goes to the Reports Menu
Ctrl- (Ctrl & hyphen)	Enters today's date
Ctrl; (Ctrl & semicolon)	Enters the present time
Ctrl N (Ctrl & n)	Creates blank record for new entry.
Ctrl C (Ctrl & c)	Copies information you have selected (highlighted) with the mouse.
Ctrl V (Ctrl & v)	Pastes information you have

just copied into selected field.

Pull down the Window Menu to quickly jump back and forth between the modules. You can copy and paste between modules.

Chapter 14 DATABASE PRINCIPLES:

You will enter records into this database. Each collection of information about a specific individual is called a record. Within each record are fields. A field holds specific information within the record (for example, "first name" or "birth date"). ReportWare's Human Resource and Timekeeping Software collects a great deal of information (many fields) on each individual (record). To ease screen crowding, several screens (Layouts) are used to input all information about each individual. Each screen (Layout) presents parts of a single record or series of records, while hiding others. Just because you can't see some particular bit of information (Field) on a particular screen, does not mean it does not exist. You will find it in another Layout. If you see something (or type something) that does not fit in the display box you are looking at, don't worry, nothing's lost. This program will store up to 64,000 characters of text in any text box, but you may have to scroll through it to see everything.

If you are unfamiliar with computer databases, think of it all this way: Suppose you have a big piece of paper with a grid printed on it having hundreds of boxes. You write a different piece of information about an individual (for example: last name, first name, phone, etc.) in each box. You then take an identical piece of paper with a grid, but rather than write on it, you cut out some of the boxes and lay it over the paper that's written on. You can then just see what appears through the holes, and the rest of the information is covered up. If you just had holes over the boxes with name and phone number, you wouldn't have to look over all the other stuff to find them -- you'd just lay a template over that covers everything else. You could erase and change the phone number through the hole if you wanted. Later you might overlay a different template to look at names and birthdates, or whatever. Looking through different templates doesn't eliminate any data that is not shown, it just hides it to avoid confusion.

This is what the computer does. It presents you with different views of information for your convenience. You can select different views by clicking on the box in the top left and choosing a different view of your record.

In this software, everything basically happens in a series of simple steps. First, you enter information. Later, you select or "Find" the records that you are interested in (for example, all waitresses). Then you Sort these records (for example, by last name). You then overlay a template to show you just the particular information you want (for example, names of all waitresses, sorted by last name, and showing their phone

numbers).

ReportWare automates this process with pre-designed templates and buttons that automate finding and sorting information for you, but as you get more comfortable, you can look around on your own.

Chapter 15 SECURITY

When you open the application, a password for the installation will automatically be entered. For the Server, this will be a high level password; for guests it will be lower level. The high level launch password is required to do certain tasks likely performed only by the System Administrator or Payroll department. To enable access to these functions, when launching the software, hold down the Shift key. This will produce a password dialog at start. Enter the appropriate password and proceed.

Your passwords are supplied with your installation instructions. Be careful whom you give these passwords to. You may change passwords, but this must be done in each module and is a bit cumbersome. If you change a password in one module, be sure you change this password identically in each module. Do not lose your passwords. If you have a password disaster, tech support can generally save you, but it would be better not to go through this.

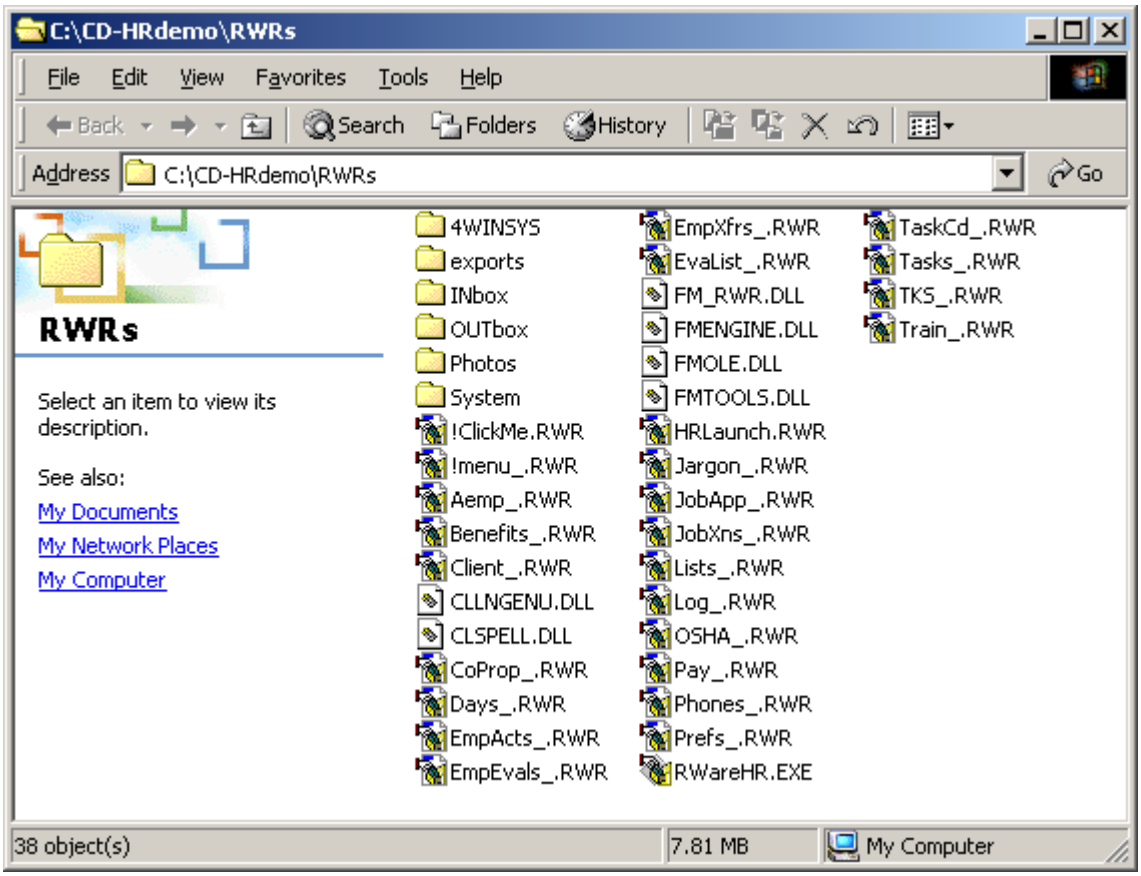
The normal level of passwords used when each supervisor logs on to the system impose other security controls. A supervisor, with an access level of 5, may only see and deal with records pertaining to those employees assigned to that supervisor. Payroll and HR managers, with access levels of 8, 9, or 10, have access to all employee records.

Chapter 16 SUPPORT

ReportWare provides its customers updates which add new functions and user requested improvements. Be sure you notify us of any changes in your address or phone number. You can reach ReportWare support at (888) 737-9273, 24 hours a day, seven days a week. If no human can take your call, be sure to leave a message for a prompt response. If, at the prompt, you mark your message as urgent, one of our staff will be paged to get back to you even more quickly. You may also email us anytime with less urgent matters: Contact@ReportWare.com

Chapter 17 ReportWare™ MODULES:

ReportWare currently ships with a collection of modules for specific functions. Your CD also includes various government forms and utility software such as Acrobat Reader. Do not erase or rename the various module files (*.RWR). These all must be located in the same subdirectory.



Some of the Modules are:

!Menu.RWR This file houses the main menu and various report and utility functions. No user records reside in this file.

aEMP.RWR This is the Employee Management System, which collects and reports on personnel file data. This is a key module, upon which others depend for information. Much employee data resides here, supported by a number of files which provide detail lists linked to this file.

Phones.RWR This file houses phone numbers which are displayed in employee files.

You will not normally access this file directly.

Prefs.RWR This file contains company wide preferences which are set by senior management. This file should be accessed and set to exactly what you want when you first start using ReportWare. Any changes you later make to this file will affect all subsequent entries in every module.

Lists.RWR This file provides information that is used in Prefs and elsewhere to support scrolling lists. Nothing in this file is directly accessable by users.

Benefits.RWR This file holds employee benefit information that is displayed in the main employee file.

CoProp.RWR This file houses information about company property issued to employees. It is accessed from the Main Employee File (aEmp.RWR).

TKS.RWR This file holds and reports on timekeeping, sales, and tip declaration data for all employee. It is directly accessible from the Main Menu. This module prepares information for transfer to Days.RWR.

Days.RWR This file is used to create a record for each day for each current employee. Managers may use this to review time adjustment and vacation requests and approve or edit them. This module prepares information for transfer to the payroll front-end (PAY.RWR).

PAY.RWR The Payroll module draws information from Days.RWR file to assemble a payroll summary. It draws information from aEMP.RWR to fill in names and other information.

EmpEvals.RWR Houses information relating to Employee Evaluations. It is accessed from the Main Employee File (aEmp.RWR).

Evalist.RWR Houses information relating to Employee Evaluations. It is accessed from the EmpEvals File (EmpEvals.RWR).

EmpXfrs.RWR Houses information relating to Employee transfers. It is accessed from the Main Employee File (aEmp.RWR).

EmpActs.RWR Houses information relating to Employee Attendance, vacations and the like. It is accessed from the Main Employee File (aEmp.RWR).

Jargon.RWR Houses standard language used in Employee Evaluations. It is accessed through Prefs.

OSHA.RWR Houses information relating to on the job injuries.

Train.RWR Houses information relating to training and certifications for employees.

JobApp.RWR This module is not linked to the others, but is accessed through the Main Menu. This provides a handy way to keep up with job applicants and then look them up when hiring time comes.

There may also be other *.RWR files, depending on which version of our software you have.

A standard full installation of ReportWare in a Windows environment will contain the above files, plus: Cllngenu.dll, Clspell.dll, Fm_rwr.dll, Fmengine.dll, Fmole.dll, Fmtools.dll (all utilities that Windows needs to work with ReportWare); RWareHR.exe (the main database program file). In multi-user settings, subdirectories called 4Winsys and System must be present with their contents. Additional support subdirectories called “Exports”, “INbox”, and “OUTbox” may exist. In a standard installation, all these files reside in the RWEmps subdirectory. When the software is first launched, portions of the “4Winsys” subdirectory will be automatically relocated to your Windows subdirectory.

Chapter 18 SYSTEM REQUIREMENTS

Hardware Requirements:

ReportWare's Human Resources and Timekeeping Systems will run on:

1. Macintosh (minimum Plus model with 4 MB available RAM and 20 MB hard disk space);
2. PowerPC (any model); or
3. IBM PC or 100% compatible with at least:
    a. Pentium class or better processor (the faster the better)
    b. MS-DOS 3.3 or later;
    c. Windows95, 98, 2000 or NT 4;
    d. 32 MB RAM
    e. 20 MB available hard disk space;
    f. VGA graphics or better;
    g. A Windows supported mouse or pointing device.

This product will operate on the following networks: LocalTalk (Mac environments only), Novell NetWare (IPX/SPX), or TCP/IP. Mixed Macintosh/PC/PowerPC networks are supported. Remote dial-in access is supported with additional software products needed.

Software Limitations:

Some general limitations:	
Maximum file size	Available disk space
Number of records per file	Available disk space
Max field size	
Text	64,000 characters
Number	255 characters
Date Range	1/1/001 to 12/31/3000
100% YEAR 2000 COMPLIANT	
Accuracy	Numeric calculations done to 15 decimal places
Max Networked Users	25 (more with additional software)

Import/Export Data:

You may import and export data in the following formats:

a. Text, Tab or Comma Separated (*.TAB) or (*.CSV)
b. SYLK (*.SLK)
c. DBF (*.DBF)
d. DIF (*.DIF)
e. WKS (*.WK1)
f. BASIC (*.BAS)
g. Merge (*.MER)

If you wish, for example, to import existing employee files, dump them into a text (.txt) file that is tab or comma delimited and includes a header record providing field names. Use ReportWare's import command to line up field names and make fields match for import. This is really pretty easy.

You may export information as you please. Buttons have been provided to automate export of certain payroll information, but, if you are adventurous, you may go far beyond this.

Star Receipt Printer

ReportWare's TKS.RWR module supports printing of receipts for employees using automated clock functions (such as swipe cards or hand readers) on Star SP-300 and similar printers using 3" or 3.25" roll paper. This provides a quick and economical means of printing receipts for employees as they clock out.

It is necessary to use normal Windows printer selection commands to switch between the 3" printer and your normal printer -- you probably won't switch more than once a day. If you try to print a report on one printer that is meant for the other, you may get a cut off or funny looking report. No harm done, just switch printers and try again.

Hardware:

You need:

1. A Star or similar printer that can be driven by your PC.
2. Interface cable for the printer;
3. Software driver for the printer;

This has been tested on Star SP-300 printers with and without automatic paper cutting. If you have a modern POS system, you probably have several of these printers. These are very common, print fast, and use cheap paper.

Troubleshooting

Goofs: It is not uncommon for operators to goof on time entry, especially clock out times that may be entered a little after the fact. If you enter an employee in at "11:00" this will be read as eleven in the morning, as the computer assumes military time unless "am" or "pm" follow the time entry. If that person is clocked out at "7:00", this will look like she worked 20 hours and clocked out at seven the next morning. Either use military time (recommended) or remember to put "pm" on times after noon, whenever these times are typed in manually. Time errors are easily spotted on review and may be corrected whenever they are caught.

Crashes: If you just turn off your computer without properly exiting this program (you should use the Quit button on the Main Menu when finished for the day), or if you crash your computer or have a power failure or other disaster at a bad time, it is possible to damage data files that are in active use when the failure occurs. This software can generally repair these files next time they are used -- a message saying "File was not closed properly-- FileMaker Pro is performing a consistency check" will appear. If they are damaged a bit more, they may refuse to open. If this happens, exit and re-launch the program while holding down the Ctrl & Shift keys. This will take you through a file recovery process. In the unlikely event this too fails, something really bad has happened and you should copy your most recent backup and use this copy (don't use the actual backup, because if you mess it up too, you'll get fired). If you have been backing up properly, you can't lose more than one day's work.

The most important thing you can do for your computer is get it an uninterruptible power supply (UPS)!! This is a battery back up device that plugs into the wall, then your computer plugs into it. Anyone can put it in—it's simply a matter of plugging it in. These can be purchased from any good office supply store or computer store for around $100. They keep your computer going whenever the power blinks from thunderstorms or other problems and can save your data and your computer. Whether for ReportWare or anything else, you should ALWAYS have one of these on every computer you own.

Fonts: Some of the letters on screen look real weird and are hard to read. You probably installed a new printer, changed the Print Setup... under the file menu, or deleted some fonts from your system. ReportWare uses the following Truetype fonts:

Times New Roman, Arial, Courier. These seem to be some of the most common fonts around and everybody is likely to have them. If these fonts are not installed on your computer properly, the screen may look funny. Information will not be lost, but will be hard to read. Call tech support for guidance if you cannot restore these fonts.

You may need to set up font substitution tables if fonts do not display properly. Make sure your Windows INI file has the following font substitutions: "Helvetica=Arial" and "Monaco=Courier". You may review your Font Substitution table by going to the Run command on the Start Menu and typing "sysedit", then opening the file called "WIN.INI". Scroll down to the Font section and make any needed changes. Make sure that the True Type fonts Courier, Arial, and Times New Roman are installed on your machine and supported by your printer. Please call us for any assistance you need with this.

The computer is running slower and slower: Your Days.RWR and TKS.RWR files grow quite large over time and it takes longer to access large data files. This will be particularly annoying on an older computer that's slow anyway. The solution: Archive older data by using the "Save as..." command to stick a copy of all information in another subdirectory. After you are sure you have a good backup, "Find" all records in the original file that are not currently needed (for example Find... Datein <9/1/97) or whatever. Select "Delete Found Set" from the edit menu to remove these records. If you later need these old records, access your backup file.

Illegal Operation Message in Windows 95

This error message is typically generated when an incompatible printer driver is set as the default.

Platform: Windows 95
If you receive an "Illegal Operation" or Exception error 10H message from Windows 95 when performing routine tasks in ReportWare, such as installing the application, running an Assistant or opening a file, there are several things that you can do to try to eliminate this error.

If you receive the "Illegal Operation" error click on the DETAILS button.

If you get a message similar to the following:
"FMPRO caused an exception 10H in module FMPRO.EXE at XXXX:004dc6ef"
(The XXXX seems to vary depending on the operation preformed but the rest of it seems to remain pretty constant.)

You may have an incompatibility between your application and your printer driver.
We have found this particularly to be the case the following printer drivers:

Canon BubbleJet BJC-70 (NOTE: The Windows 95 BJC-70 driver does not cause this error message.)
Canon BubbleJet BJ-210
Canon BJC-610
Canon BJC-4000 Windows 3.1 driver version 1.0d/3.1
Canon BJ-200EX
Canon BJC-4100
Canon BJC-4200
Eclipse Fax driver
Hewlett-Packard (HP) DeskJet 660
Hewlett-Packard (HP) DeskJet 660c driver versions prior to 8.0
Hewlett-Packard (HP) LaserJet 5L
Hewlett-Packard (HP) LaserJet 5P/5MP
Generic/Text Only
MidiComm Fax Driver by MidiSoft
Cheyenne Bit-Fax

Epson Color Stylus

If you are getting this error message, the printer driver you are using should not be set as the default printer when the application. Setting another printer as the default printer and then switching to your specific driver using PRINT SETUP may get you around the problem, but it may crash the system also.
Your best option is to print to another printer or use a compatible printer driver such as the 5P driver or download the updated driver from HP, in the case of the HP LaserJet 5L. For Cannon BubbleJet Printers try the IBM ProPrinter drivers (this does work for the BJ 200EX). Often times compatible drivers will be listed in the printer manual.

Contact your printer manufacturer to see if an updated printer driver is available also.

If changing the printer driver to a compatible driver does not stop the crashing problem, you may try turning off the Math coprocessor. To do this follow these directions:

1. With your right mouse button, click My Computer, and then click Properties.
2. On the Device Manager tab, click View devices by type.
3. Double-click System Devices.
4. Click Numeric Data processor, and then click Properties.
   NOTE: With a Plug and Play bios, the Numeric Data Processor option will be under a Plug and Play branch in the Device Manager rather than at the top level.
5. On the Settings tab, click Never Use The Numeric Data Processor.
6. Click OK.
7. Restart your computer.

If you are still having problems, make sure that your temp variable is set correctly. To do this, follow these directions:

1. Click the Start button, point to Programs, and then click MS-DOS Prompt.
2. Type the following and press ENTER:
   set
3. Note the directory specified by the TEMP= line.
4. Attempt to access that directory. Type the following at the MS-DOS prompt and press ENTER
   cd\<temp>
   where <temp> is the path specified in step 3.
5. If you receive the following error message,

Invalid directory
type the following at the MS-DOS command prompt and press ENTER:

md <temp>
If you do not receive an error message, clear the temp directory of temporary files. Type the following at the MS-DOS and press ENTER:
del *.tmp
6. Type the following at the MS-DOS prompt and press ENTER:
exit

Tech support:

We pride ourselves on outstanding customer service and are committed to your happiness with this software. If you have any problems, anytime, call our toll-free line at 888-REPWARE (888-737-9273). Someone will almost always answer your call, even evenings and weekends. If no human can answer, leave a message and one of our support techs will be paged to return your call.

Demonstration Data

This software ships with dummy information in all modules to facilitate experimentation and learning. Dummy employees with Employee ID numbers of 123 and 2 through 8 are provided, as are time, and payroll records for random periods for these employees. Suzy, with employee ID 123 has the most dummy data. Use these to play with the software and see its features. You can go ahead and enter real information while keeping the dummy data to fool around with. When you want to get rid of the dummy data, simply "Find" in each module all Employee ID numbers less than 8, then select "Delete All" under the Edit menu. Be careful not to delete your actual records. If your find request turns up nothing, then the dummy records have already been deleted

Chapter 19 TIMEKEEPING INPUT DEVICES

Percon Bar Code Reader

ReportWare will accept input from Bar Code Readers, Mag Swipe Readers and Biometric (Hand Recognition Readers) interfaced through a keyboard wedge. For the input to be successfully read and to cause the program to proceed in executing a live clock in, a postamble character of "Enter" (ASCII code 801F) must be provided.

In ReportWare's software, your Preferences under "Timekeeping Input Mode" must be set to "Mag Swipe" (for Mag Swipes or Bar Code Readers) or "Hand Reader", as applicable.

Among interface devices supported are the Percon Powerwedge 10 and 20 series with various input devices. An acceptable Bar Code Slot Reader for this configuration is the Welch Allyn Scanteam 6400 (Scansource/Percon part no. 00-000-1B).

To program the Percon PowerWedge 10 (box model w/ MSR input) for use in ReportWare:

1. Scan Code for AT/PS 2 keyboard (or whichever keyboard you have).
2. Scan "Start" followed by "Program"
3. Scan B7 (Postamble)
4. Scan 801F ("Enter" command)
5. Scan // (end of string character)
6. Scan E (end) twice.

ID3D-R Hand Reader with Wedge

Instructions for hardware installation of ID3D-R Hand Reader with Keyboard Wedge Interface for use with ReportWare's automated timekeeping system. ©1998, ReportWare, Inc., 1460 Manzanita Lane, Reno, NV 89509; (888) 737-9273; www.reportware.com

General Information:

The ID3D-R Hand Reader from Recognition Systems may be configured to send timekeeping and identity data to ReportWare in several ways:

1. It may operate in a fully interactive mode: ReportWare's software runs in the foreground of the subject computer, with Preferences set to Fully Interactive and the Hand Reader mode activated. The Reader is connected through a keyboard wedge, so that it transmits data "live" to the computer as if it were typed into the keyboard. Employees are provided with a view of a computer monitor above the Hand Reader and a mouse or trackball to use to interact with the program.

   When the employee clocks in, he or she is presented with a greeting on screen and an opportunity to identify the job they are clocking in for (multiple jobs for one individual are supported) and to identify the Job or Task Code of the project upon which they will be working for cost accounting puposes. If the employee fails to enter any information or click Continue, the program will wait 15 seconds, then cycle and be ready for the next transaction. If the employee clicks the continue button, the program is ready immediately.

2. The program may be set to operate so that it pauses only at clock out to collect tip and sales information (this mode is used primarily for restaurants and similar concerns which need only to collect additional information at clock out.

3. The program may be set to run unattended (but with feed to the computer) so that employees may clock in and out on the hand reader without interacting further via a mouse or trackball. In this or mode 2 above, the program may be set (in Preferences) to automatically print a receipt for the employee at clock out.

4. The Hand Reader may be configured to run Off Line, such that it is not connected

live to a computer and is only polled via cable or modem at certain times to collect punch information. In this mode limited employee interaction is supported.

How to connect the hardware for a live (as described in 1-3 above, but not 4) data feed:

1. Shut down and turn off your computer (actually power down).

2. Unplug your computer's keyboard from the back of the computer and plug it into the Y cable provided; plug the other part of the Y cable into the computer's keyboard input.

3. Note the connector at the third end of the Y cable which matches the connector on the end of the keyboard wedge interface unit (the small flat unit about 5 inches long); plug it into the wedge.

4. Place the wedge interface so that it is lying flat with the top side up and the two identical empty plugs facing you. Coming from the hand reader is a DB-9 nine pin connector at the end of a thin cable. This plugs into the keyboard wedge interface to your right (as you face it).

5. All cables should now be connected. Plug in power to the Hand Reader and turn on your computer.

6. Note that on the keyboard wedge, there's a small switch on the side with On, Off, and Program positions. Set it to On to enable it to transmit signals from the Reader to your computer. It will beep as it turns on, drawing its power from the computer.

7. Launch ReportWare and, from the Main Menu, click on Hand Read Employees to ready the program to accept data from the Reader.

8. Punch in on the reader to transmit your employee ID number into timekeeping.

9. You may simulate Reader punches from your keyboard by typing an employee number, then pressing the Enter key (not carriage return; the enter key by the number pad).

10. Turn the 3 position switch on the wedge to Off to enroll employees or play with the

Reader without having it transmit information to the computer.

Difficulties? Call ReportWare at 888-737-9273

Index

Absence and Benefits, 31
Access Levels, 36
Accounting Week, 24
Adjusting Time, 81
ADP, 42, 89
Attendance, 50
Backup, 103
Bar Code Readers, 131
Benefits, 48
Biometric Hand Readers, 79
Clock In / Out, 71
Cobra, 49
Comments, 56
Company property, 49
Cost, 25
Crashes, 123
Database, 109
Dates, 60, 62, 63
Demonstration, 129
Department, 21
Division, 21
DSync, 102
Edit Menu, 105
EEO, 27
EEOC, 60
Employee Data, 39
Employee ID, 40
Employee Time, 70, 71, 73, 74, 75, 77, 78
Employee Times, 47, 91
Evaluation, 52, 56
Evaluations, 32, 51
Exempt Employees, 24
Export, 95, 121
File Menu, 105
Fonts, 123
Format Menu, 106
Future Goals, 55
Hand Reader, 131, 132
Hardware, 119
Hire, 49
Hire/Term, 49
Illegal Operation, 125
Import, 93, 102, 121
Initial Log On, 70
Input Devices, 131
Installation, 7
Jargon, 33, 51, 54
Job Applications, 97
Job Category, 97
Job Cost, 25, 26
Legal Requirements, 23
log on, 71
log out, 72
Macintosh, 105
Mag Card, 79
Mag Swipes, 131
Main, 39
Main Menu, 15, 17
Mandatory break, 45
Minimum Wage, 24
Mode Menu, 105
Network, 10
New Employee, 39
New Hire, 64
OSHA, 30, 59
Overtime, 23, 44
Password, 36
Passwords, 32
Past Goals, 53

Pay, 44
Paychex, 42, 89
Payroll, 20, 23, 36, 41, 44, 46, 47, 48, 50, 76, 81, 82, 89, 91, 94
PC, 105
Percon Bar Code Reader, 131
Personnel, 49
Photo, 60, 62
Phrases, 32
Position, 27, 97
Preference, 17, 19, 27, 30, 31, 32
preferences, 19
Preferences, 9, 10, 17, 21, 23, 25, 26, 36, 51, 54, 105, 132
Preview, 106
Reporting, 85
Review Day, 74
Review Week, 75
Schedule, 25, 26
Schedules, 44
Scoring, 54
Script Menu, 106
Security, 111
Select Menu, 106
Setup, 17
Shortcuts, 107
Software, 120
Star Receipt Printer, 122
Start-up, 7
Suitability, 97
Supervisor, 81
Synchronize, 99
System Requirements, 119
System Setup, 70
Task Entry, 73
Tax, 41, 47, 48
Tech support, 128
Termination, 49
Time Entry, 69
Timecards, 81
Timekeeping, 69
Timekeeping Input Mode, 19
Timesheet, 77
Tips, 105
Training, 58
Transfers, 46
Troubleshooting, 123
UPS, 123
Utility, 99
Who's Here, 78
Window Menu, 106
Windows, 9, 10, 100, 105, 117, 119, 122, 124, 125